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ABSTRACT

Indiana's ninth-grade students must write a plan for their high school education that will lead them to a career. To help them in this effort, and throughout their high school years, the Indiana Career and Postsecondary Advancement Center provides students with newsletters, planners, and college financial aid information. This booklet is part of that effort. It consists of six sections: know yourself; check out reality; know your options; maximize high school; engage in activities; and ways to use this information. This document shows students how to chart a destination, identify their abilities, discover their interests, and explore change. It describes how abilities can be applied in the real world and how factors, such as the cost of living, can influence career decisions. Knowing one's options is also important, and details on training options, two-year schools, and other educational avenues are provided. The largest section shows students how to maximize their high school years, with tips on Tech Prep, studying, and standardized tests. Students are also encouraged to try new things, such as studying abroad, to offer themselves more options for careers. Some of the common terms in education and career counseling are defined in the back. (RJM)

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Connections

BUILDING A BRIDGE TO YOUR FUTURE

ED 412 449

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Take Charge of Your Future!

icpac helps you make smart career & education choices

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Who sent you *Connections*!

The Indiana Career and Postsecondary Advancement Center.

icpac *(ick-pack)* for short.

Throughout high school, ICPAC will send you newsletters, planners, and college financial aid information to help you prepare for your future career and education.

When you have questions, we can answer them over the phone or send you detailed information through the mail.

Our Hotline is FREE and open 24 hours daily.

You can speak to a staff member between 8 a.m. and 8 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday.

At other times, leave a message and we will answer your request during office hours.

A service made for you!

The State of Indiana created ICPAC in 1986. Under the direction of the Indiana Commission for Higher Education, ICPAC's mission is to inform, encourage, and support the education and career development of the people of Indiana.

Why should you use *Connections*!

As a ninth-grader, you must write a plan for your high school education that will lead you to a career.

This guide will help you create your plan.

***Connections* will also help you, your family, and your guidance counselor:**

- ✔ think about your interests and abilities;
- ✔ discover careers you might enjoy;
- ✔ use activities to explore careers;
- ✔ plan the Core 40 courses you will take to reach your career goals;
- ✔ learn about the kind of education you will need after high school; and
- ✔ write your plan for the next four years.

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How do you use *Connections*?

Connections can help you build a bridge to your future career.

To build your bridge:

1. Review the sections to the right.
2. Turn to the next page or a page that interests you.
3. Check out the Career and Course Plan worksheet in the center of this book. You'll be asked to use it in activities throughout Connections.
4. Look up words or ideas you don't understand in the section on career and education terms. Or call the ICPAC Hotline.
5. Order free publications using the order forms on page 63.

A I B I C I D I E I F

know yourself
- chart a destination 3
- make decisions 4
- know what you want 5
- identify your abilities 6
- discover your interests 7
- create career ideas 8
- use other tools 9
- explore change 10

check out reality
- know what you can do 12
- look at the future world 13
- aim for the future 14
- learn the facts 15
- know the cost of living 16
- learn to value education 17
- discover what it takes 18

know your options
- know what you need 20
- check out training options 21
- look into one- and two-year options 22
- investigate two year schools 23
- consider four year colleges 24
- research your options 25
- prepare for the costs 26

maximize high school
- plan for your future 28
- understand high school choices 29
- take the Core 40 30
- learn about Tech Prep 31
- investigate Technical Certificates 32
- earn an Honors Diploma 33
- check out the Indiana Academy 34
- enroll in AP courses 35
- take college classes 36
- study on your own 37
- prepare for the ISTEP 38
- prepare for standardized tests 39
- learn the basics 40
- develop good study skills 41
- keep your options open 42

engage in activities
- try new things 44
- discover your summer 45
- discover camps/study abroad 46
- consider a part-time job 48
- talk to people 49
- stay motivated 50

use this information
- career and education terms 52
- ICPAC services 60
- order forms 65

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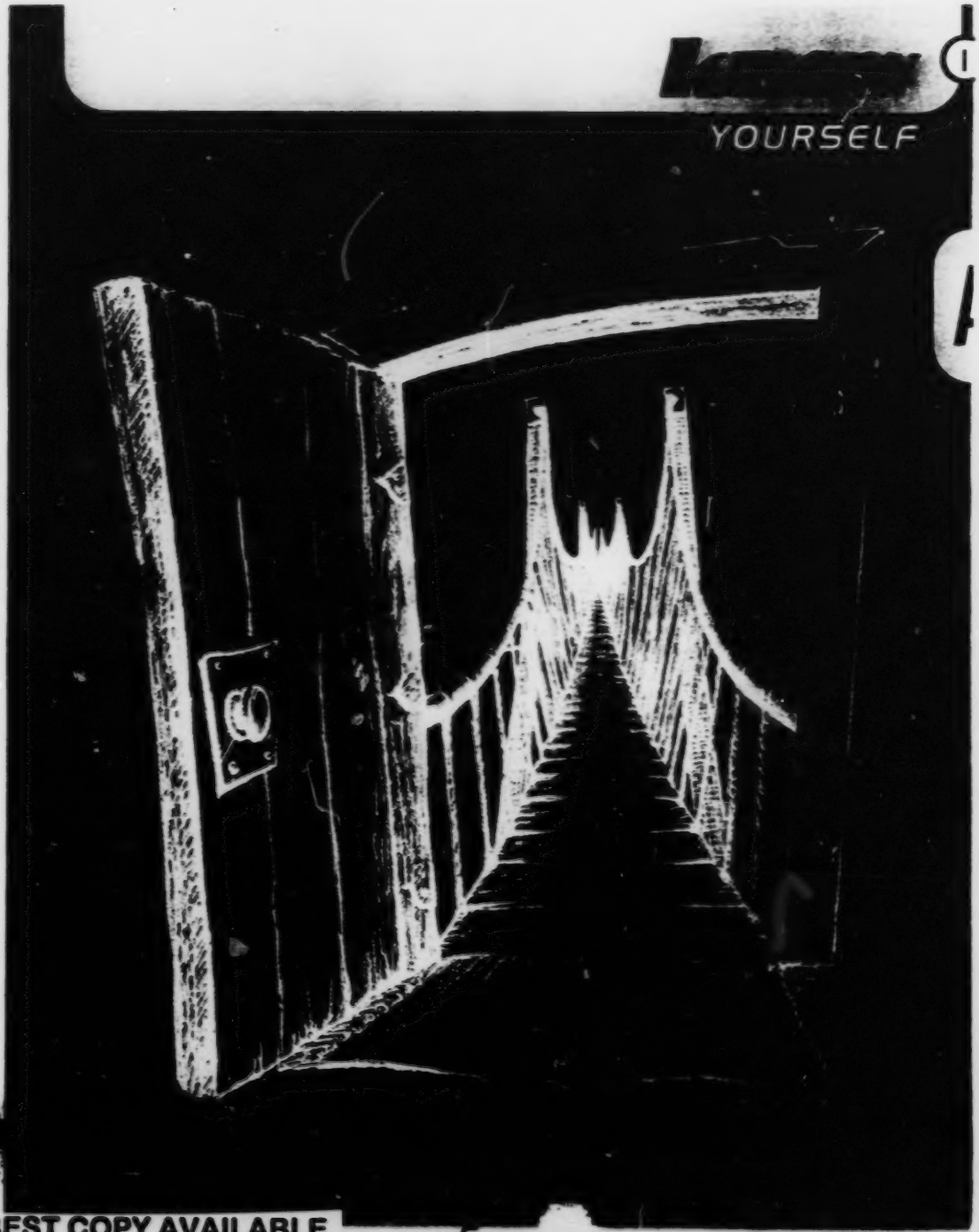

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2 KNOW YOURSELF

What are your dreams?

Did you pretend you were president or a firefighter when you were younger?

What careers do you dream of now?

Have your dreams changed?

What will it take for you to enter one of the careers you dream about now?

You may have to learn how to:

- **use new tools**
- **wear a uniform**
- **talk with people**
- **solve problems**
- **write clearly**

Any career you choose will require you to learn and do new things. This is the **gap** between who you are now and who you want to be in the future.

You can **build a bridge** over this gap.

Like a bridge over a river, successful careers and lives are built in small steps or sections.

Read the next page to start building the first section of your bridge to your future career.

A DESTINATION

First, decide where you want to go.

Answer the questions below about what you dream your life will be like in the next 10 years.

What career will you choose? _____

_____

_____

Who will you work for? _____

_____

_____

What type of education will you need after high school for your career? _____

_____

_____

Where will you be living? _____

_____

_____

What will your family life be like? _____

_____

_____

What will your hobbies be? _____

_____

_____

What charities and organizations will you work for?

_____

_____

Share these answers with your family.

What do they think is your ideal future?

Why did you decide to continue your education after high school?

"My biggest reason is to help out my community, through urban ministries. My other interest is in law, and I may end up getting degrees in both. And besides a degree, I want to accomplish a goal. It's always been a dream of mine to have my parents see me walk across the stage ... I would be the first to do that in my family."

Denise Thompson
Taylor University

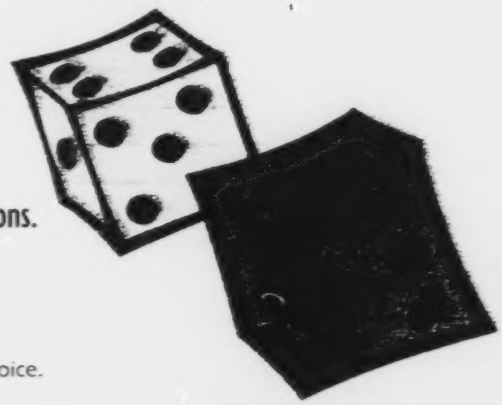
make GOOD DECISIONS

Don't leave your career choice to chance.

One of the most important decisions of your life will be choosing a career. Explore your career ideas and prepare for your future carefully.

Your decisions will influence your future.

You don't have to make these decisions alone. You can get help from your friends, parents, teachers, guidance counselors, and advisers.



These seven steps will help you make decisions.

1. Identify the decision to be made.
2. Gather information.
3. Identify your options and choices.
4. Weigh evidence for and against each choice.
5. Choose among your options.
6. Take action.
7. Review your decision and its consequences.

Adapted from Basic Career Development, U.S. Career Development Center

Use the above seven steps to solve this problem.

You are looking for a job. You have been offered two part-time jobs.

- *Billy's Burgers* will pay you $4.35 an hour for 12 hours a week. You will work closing hours on Friday and Saturday nights.
- *Patty's Pets* will pay you $4.70 an hour for 10 hours work a week. You can work your hours whenever you wish.

What other information would you ask for from each employer?

Which job would you choose and why?

Is there a "correct" answer to this problem?

WHAT YOU WANT

Choose your career based on what you want from life.

How important to you are the following career goals?

Read the 12 items below. Write a **1** next to the goal that is **most** important to you in a career. Then use numbers **2** to **12** to rank the remaining career goals.

- ☐ Earnings ..... how much the career pays
- ☐ Service ..... how much the career lets you help others
- ☐ Interest ..... how interested you are in the career
- ☐ Growth ..... how much you can grow as a person
- ☐ Prestige ..... how much people will respect you
- ☐ Free Time ..... how much time you can spend with loved ones
- ☐ Location ..... how much you want to live where the career is
- ☐ Independence .... how much you can "be your own boss"
- ☐ Security ..... how long the career will employ you
- ☐ Success ..... how well you will do in the career
- ☐ Responsibility .... how much people will depend on you
- ☐ Teamwork ..... how much the career allows group work

Write the three most important career goals on your Career and Course Plan. It's in the center of Connections.

Why are these goals important to you?

What are your skills and abilities?

You may not think that you have many abilities or skills. But you have learned many since you were a child. You will need many for your career. You use skills without knowing that you possess them.

There are three types of skills:

- **Self-management skills** are personal qualities. How you get along with others, relate to authority, and manage time are examples of self-management skills.
- **Transferable skills** can be used across jobs or career fields. Most careers require you to write well and speak clearly. Many jobs require knowledge of advanced mathematics. Your transferable skills can be used in many different careers.
- **Specialized skills or knowledge** are learned for a specific career. For example, one specialized skill learned by nurses is how to give medications.

Think of a job you held or an activity in which you participated.

1. On a piece of paper, write down the name of your job or activity.
2. Write down what you did for your job or activity.
3. Write down the skills you used.
4. Name the skill as self-management, transferable, or specialized.
5. Write your abilities in your *Career and Course Plan*.

Example Skills Exercise:

Name of Job or Activity: _____

Home Room Representative _____

What you did	Skills Used	Skill Type
brought problem of late notice of school activities to student council	*public speaking* *explaining* *influencing* *responsibility*	*specialized* *transferable* *transferable* *self-management*

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YOUR INTERESTS

Finding your interests will help you find possible careers.

You will enjoy reading a book more if it interests you. The same is true for careers.

You will enjoy the career you choose if it fits your interests.

You can discover your interests.

There are tools you can use to discover your interests.

These tools are called *interest inventories*.

They are often paper and pencil exercises which ask you questions about yourself. Your guidance counselor may have interest inventories that you can take. Or, your counselor will know where you can get one.

Completing a paper and pencil exercise will not give you "the answer." But, it can give you a starting point for exploring careers.

Complete the *Discovering your Holland Code* exercise.

1. Turn to the back of the *Career and Course Plan* worksheet before reading the next page.
2. Follow the directions on the *Discovering Your Holland Code* exercise to find your three-letter code called a *Holland Code*.
3. Learn what your Holland Code means by reading the next page.
4. Also check out page 62 to learn about another easy and low-cost way to match your interests with careers.

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8

create
CAREER IDEAS

Use your Holland Code from the survey you completed to find which of the categories below fit you.

R **Realistic** These people have athletic or mechanical ability. They prefer to work with objects, machines, tools, plants, or animals. They often like to work outdoors.

I **Investigative** These are people who like to observe, learn, investigate, analyze, evaluate, or solve problems.

A **Artistic** These people are often artistic, inventive, or insightful. They usually like to work in an unstructured situation, using their imagination or creativity.

S **Social** People in this category like to work with people. They like to inform, enlighten, help train, develop, or heal people. They may also be skilled with words.

E **Enterprising** These people also like to work with people, but they like to influence, persuade, or perform. They like to lead or manage for organizational goals or economic gain.

C **Conventional** People in this group like to work with data, have clerical or numerical ability, and carry things out in detail. They usually enjoy following other people's instructions.

Create career ideas from your Holland Code, goals, and abilities.

1. Turn to the back, inside cover of *Connections*. Use your Holland Code to discover careers that may fit your interests.
2. There are many more careers not listed on page 65. Call the Hotline and ask for **IS-65**: *Career Areas to Explore and Jobs Within Them*. You can also ask the Hotline for free in-depth profiles of specific careers.
3. Do any of the listed careers sound interesting to you? Do these careers match your goals and abilities?
4. Choose three careers that interest you.
5. **Write your careers in your *Career and Course Plan*.**

You can use other tools, like computers, to explore your skills, abilities, and interests.

There are many computer programs that can help you explore and plan your future. These software programs may be available in your guidance counselor's office, in your school's library, or at your public library. The two computer programs listed below are the same ones that the Hotline uses to answer your questions.

- **Choices**
- **COIN** ***(Coordinated Occupational Inventory Network)***

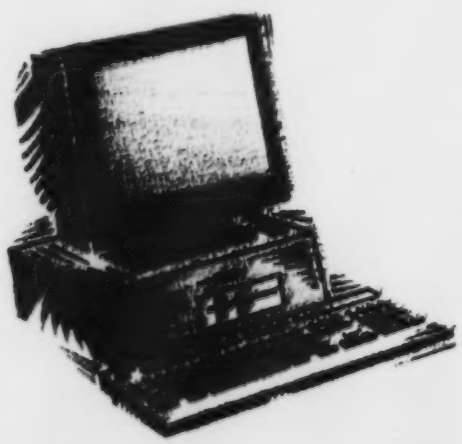
These programs allow you to search for careers that fit you by using an interest inventory. You can also search for colleges that offer training and education in a specific career. Some programs can even help you search for scholarships.

- **World Wide Web**

Chances are you've heard about the World Wide Web.

The Web allows you to access text, graphics, sound, and animation from computers all over the world. On the Web you can take interest inventories, look for volunteer opportunities, or read about careers and colleges.

If you don't have a computer at home, ask your school or public library for help. They may have computers you can use to explore the Web.



ICPAC has its own **Web site, too.** It can help you learn more about planning for your future. A new part of the ICPAC Web site is the Indiana Career Information System, or **ICIS.** It provides in-depth information on careers. Check it out.

Our World Wide Web address is:
http://icpac.indiana.edu

10 explore

CHANGE

Appreciate that you will change.

Tools like interest inventories help you form an idea of what your likes and dislikes are now. But, your interests will change, and so will your career and educational goals.

Change is growth. It allows you to meet new people, discover new ideas, and welcome new experiences. Plan your future so you will be prepared to take advantage of changes.

Explore changes in yourself, your interests, and your goals to be sure of your future.

To see how much you have changed, fill out this chart.

Question to Answer	Elementary School	High School
The name of your best friend		
What you wanted to do as a career		
Your favorite sports or hobbies		
Your favorite TV show		

Adapted from the Career and Activity Resource Guide, Indiana Department of Education

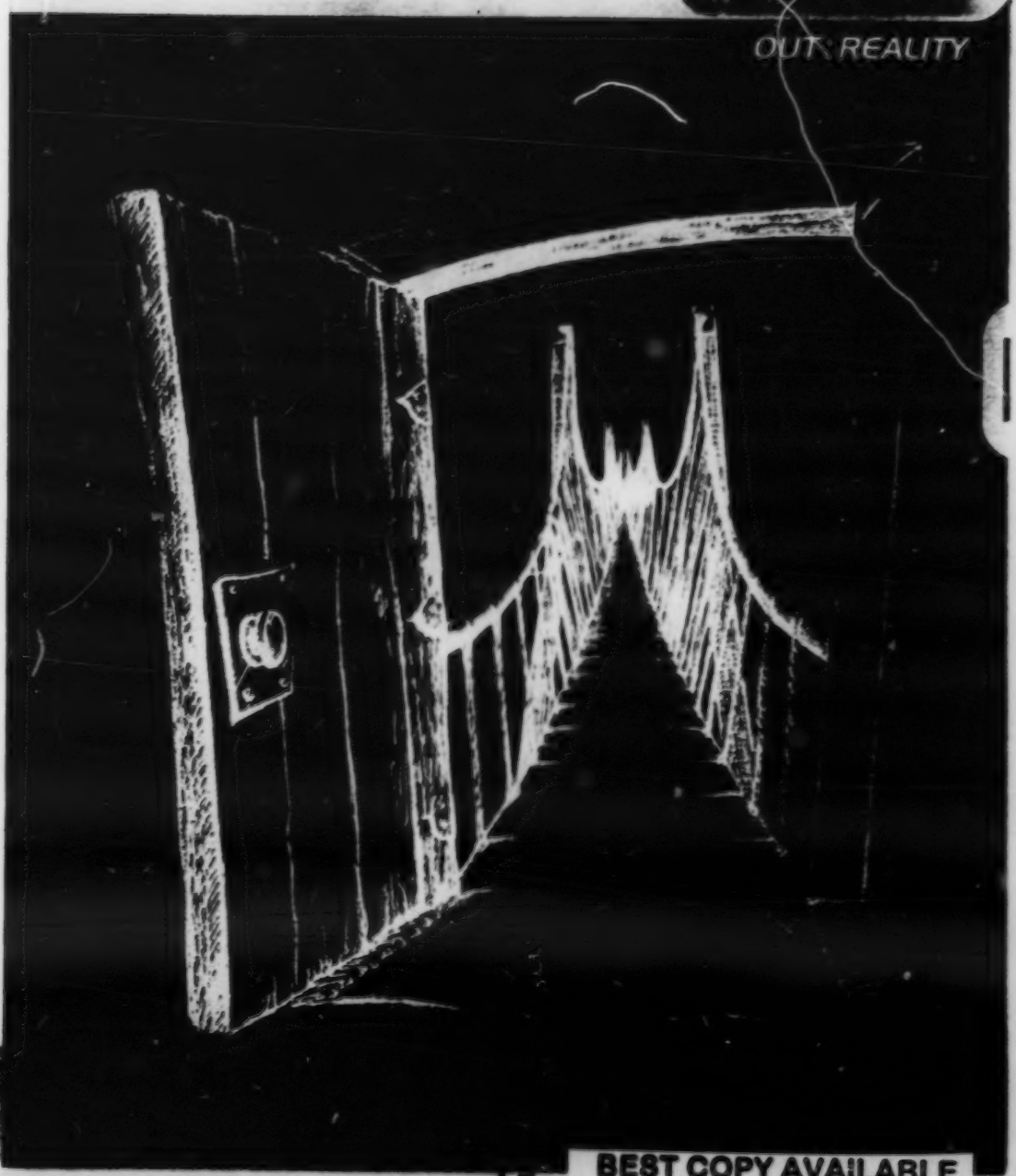
Compare your elementary school answers to your high school answers.

Has anything changed?

What has stayed the same?

What has happened in your life that caused these changes?

Did you always get to make the decision on what changed and how it changed?



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12

know

WHAT YOU CAN DO

Don't limit yourself.

Set a goal.

Know yourself and what you are capable of doing.

Don't let stereotypes or what others think keep you from the career you want.

The most important thing is that you enjoy your career and that you do your best.

"Build up your confidence and self-assurance. Know who you are, what you're here for – don't lose focus on what you want out of life. Devise a plan, know what you want, stick to it. You have to stand on your own 'two.'"

Robert M. Ray
Indiana Technical Institute

Physical, learning, and money barriers can be overcome.

If you know what the challenges are in life, you can plan to overcome them.

That's what this chapter of *Connections* is all about...

AT THE FUTURE WORLD

The world you live in today will not be here three years from now.

Will it be destroyed by a nuclear war? Probably not. We will still be here, but the world in the year 2000 will be very different from what it is today.

Technology is growing more powerful.

Because of the information explosion from television and computers, we are being introduced to new people and new ways of thinking.

With this change in culture, our workplaces are changing, too. No matter what career you choose, you will be given many different types of responsibilities. Workers will be expected to be more flexible, take more responsibility, and work effectively in teams with other people.

The U.S. Department of Labor reports that you will need to be a skilled worker to find a good job in the year 2000. Here's what you will need to be able to do to be a skilled worker:

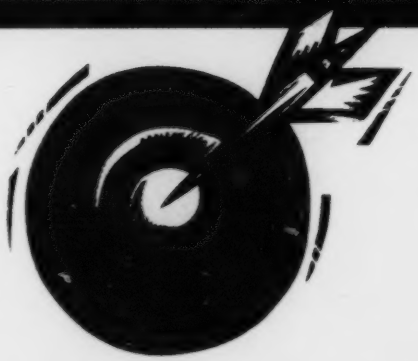
- locate, understand, and interpret written, verbal, and graphic information
- understand numerical information and use math to answer questions
- think creatively, make decisions, and solve problems
- set goals, work with others, and believe in yourself
- know how to learn

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for a free copy of:
• ***IS-82**: Skills You Will Need for the Future*

14

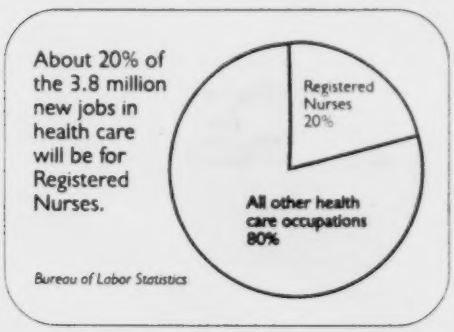
aim FOR THE FUTURE



How can you aim for your future?

By making educated guesses that will help you plan your career.

Learn the occupational outlook for your career field. An occupational outlook will tell you how many jobs will be available in your career field by the time you finish your education.


About 20% of the 3.8 million new jobs in health care will be for Registered Nurses.
Registered Nurses 20%
All other health care occupations 80%
Bureau of Labor Statistics

Charts like the one to the left show you a career field's outlook.

The best way to find the outlook for a career field is to read the *Occupational Outlook Handbook*. This book may be at your guidance counselor's office, school library, or at the local public library. You can also find outlook information on the World Wide Web. If you don't have a computer at home, you may be able to access the Web at your school or public library.

You will have about six jobs in your life.

Prepare yourself now for your future:

- become a flexible worker,
- gain leadership skills,
- be a life-long learner,
- learn multiple skills, and
- master technology.

WANT TO KNOW MORE?

Talk to your guidance counselor, call the Hotline at 1-800-992-2076, or look on the World Wide Web for occupational outlook information.

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Find out what work is really like.

Understand your choices. This will improve your chances of reaching your goals. These activities can teach you about work and careers.

Informational interviews are meetings with people in jobs that you might like. Before you go, prepare questions about the job and things related to it.

Job shadowing is spending time with someone on a job. It gives you an inside view. Ask lots of questions and take notes as you observe the person. Talk with others at the workplace about the job.

Workplace tours let you see the different areas of a workplace. You might tour with a group or call and ask to tour with someone from the company.

Volunteer at a local business or community organization to get an idea of what having the job is like. You won't receive money, but you will gain experience and learn about jobs in that field.

Internships can last for the summer or during the school year, and may be paid or not. They allow a more in-depth experience of a workplace.

Prepare before you go.

Plan ahead. Once you have identified a job you might like, arrange a day and time to tour, interview, or job shadow. If you don't know anyone in that company or position, call the personnel office. Someone there will arrange for your visit. Research the job and company, if possible.

Ask questions that get you the information you need or want. Don't be afraid to ask questions. Most people will be glad to answer any questions you might have. They will be happy to explain what the job is really like.

Be professional. Dress neatly, speak clearly, and be on time. Be prepared with your questions. Listen carefully and take notes. Then think about what you learned.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
IS-49: *Worksheet for Visiting a Job Site* and
IS-74: *A Career – Experience It Before You Prepare*

16

KNOW

THE COST OF LIVING

Will the career that interests you pay for the life you want?

How much money do you need to make to live the lifestyle you want? $_____

How much will your career pay you? $_____

Find out by talking to your guidance counselor or call the Hotline at 1-800-992-2076.

What's the difference? $_____

Let's say you earn $11.00 an hour or about $22,880 a year.

Do you know how much it really costs you to live each year

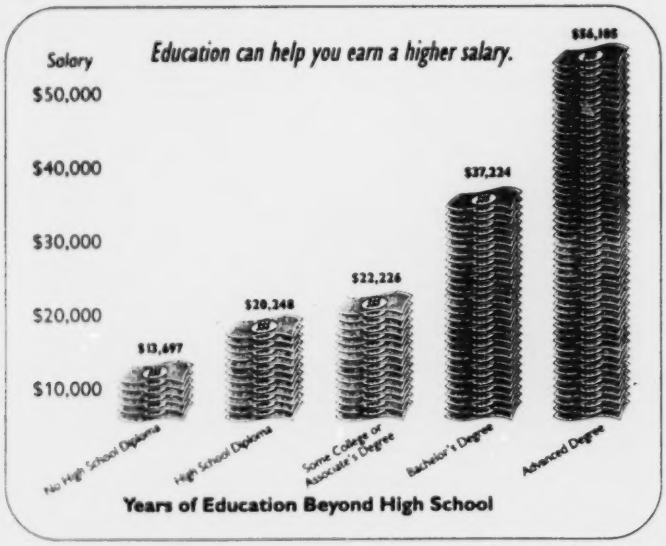
if you live alone in a one-bedroom apartment?	$4,800
if you want a phone, electricity, and water?	$1,200
if you drive a used, midsize car?	$3,600
if you buy groceries and cook all your meals?	$2,400
if your only entertainment is cable TV?	$360
If you do your laundry at a laundromat?	$360
if you have health insurance through work?	$420
if you buy your clothes off the sale rack?	$400
if you save no money?	$0
when you pay taxes and social security?	$6,750
The total amount:	**$20,290**

Can you live the way you want with the career you chose?

A large pay check isn't the only reason to consider a specific career. But, be aware that it is expensive to live on your own. Usually, the more education you have, the more your career will pay.

TO VALUE EDUCATION

Education is the way to build a bridge to the life you want. Check out the average salary of people 18 and older by educational attainment below:



Source: U.S. Census Bureau

Education can also:

- give you confidence,
- open doors to your future,
- help you cope with changing jobs and careers,
- give you more job choices,
- make it less likely you will lose your job,
- teach you how to learn, and
- help you explore your abilities and interests.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
IS-43: *The Value of Education*
IS-45: *The Dollars and $ense of Education*

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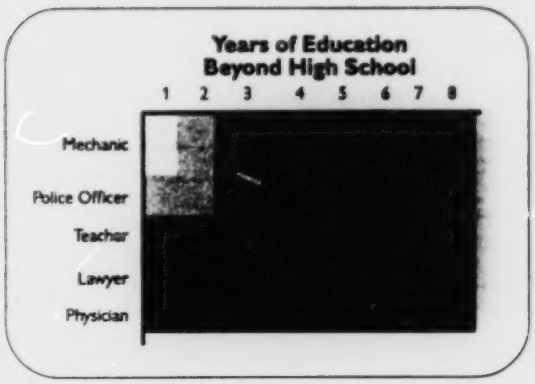
18 **discover**

WHAT IT TAKES

Education, experience, and attitude help you start a career.

You could start calling yourself a medical doctor tomorrow, but would you get many patients? If you were sick, would you allow a doctor with no training to operate on you? Probably not. Would you let a poorly trained mechanic work on your car? No.



What is the difference between someone you trust to treat you or fix your car and someone you will not? Simple — education and experience.

The more education and experience you have, the more you know. Look at the graph above to discover how much education after high school is required for some of the most popular careers.

There are many careers that pay well and require only one or two years of education after high school. Read the next section to learn about the different types of education and their value.

It takes the right training and skills to do a job well. It **also** takes the right attitude. You must enjoy the work you are doing. If you enjoy your job, you will perform well and increase your chances for raises and promotion. The key to finding an enjoyable career is choosing a career based on your abilities, values, and wants.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
IS-46: *The Future, Education, and Job Outlook*
IS-52: *The U.S. Workworld — 1990-2005*

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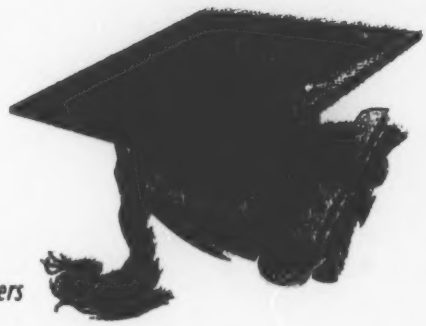
20

WHAT YOU NEED

There are hundreds of schools you can attend after graduation to receive education.

Different careers need different types and amounts of education.

Usually, careers with greater responsibility and pay require more education.



For example, fields like health care have many separate careers that require different types and amounts of education.

Career	Type of School	Length of Training	Salary
Nurses' Aide	Technical College	3 to 6 months	$14,000
Medical Assistant	Technical College	6 months to 1 year	$17,000
Licensed Practical Nurse	Technical College	1 year	$21,000
Registered Nurse	2-year or 4-year College	2 to 4 years	$33,000
Nurse Anesthetist	4-year College and Professional School	6 years	$41,000
Physician	4 year college and Professional School	8+ years	$84,000

Read this chapter to discover the different types of training and education available after high school.

WANT TO KNOW MORE?

Talk to your guidance counselor or call the Hotline at 1-800-992-2076 for:
- ***IS-85**: Where to Study What in Indiana*

check OUT TRAINING OPTIONS

There are many ways to receive valuable training.

Apprenticeships – An apprenticeship combines learning through both work and classroom instruction. Apprentices (learners) are paid for their work by a company sponsor or employer association. After training, apprentices are certified as skilled in a trade.

There are more than 100,000 apprenticeship openings in over 800 occupations each year in the nation. The most popular apprenticeships include cooks, correction officers, and firefighters. The majority are in the electrical, carpentry, and plumbing trades.

Learn more about apprenticeships from your counselor or call the Hotline at 1-800-992-2076.

On-the-Job Training (OJT) – Learning an occupation through OJT is similar to apprenticeship. In OJT, businesses train new or current workers in the skills necessary for a particular job. Starting on the wait staff of a restaurant and working up to a management position can be done through OJT.

Unlike apprenticeships, OJT does not usually result in a certificate that will be accepted by future employers as proof of your skills. However, OJT will provide you with experience and a paycheck.

Federal and state programs may help you find OJT opportunities.

Military – Training in over 200 occupations is available in the military. You can also obtain a college education at a military academy or earn money for college during your tour of duty. There are advantages and disadvantages to this option.

Learn more by speaking to your parents, teachers, veterans, and your guidance counselor. Then talk to a military recruiter about the training options they can offer you.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
CS-6: *Is the Military an Option for You?*
CS-10: *All About Apprenticeships*

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22

look into

ONE- AND TWO-YEAR OPTIONS

Occupational, trade, and technical colleges provide education and training of less than four years for a specific career.

These colleges offer three types of programs:

- **Certificates** usually require 6 months to 1 year to complete;
- **Diplomas** may require 9 to 18 months to earn; and
- **Associate's Degrees** usually take 2 years to complete.

These colleges can be public, nonprofit, or for-profit.

Vincennes University, Ivy Tech State College, the Purdue Statewide Technology Program, and most of the other state colleges, as well as many private colleges, offer opportunities to earn certificates and associate's degrees. There is also a long list of private, for-profit Indiana colleges which offer these training opportunities.

These colleges train students in such fields as:

Auto Body Repair
Aviation Maintenance Technician
Commercial Driver
Flight Attendant
Chef
Dental Technologist
Practical Nurse
Registered Nurse
Building Construction Technology
Banking and Finance
Heating/Cooling/Refrigeration Technician
Computer Technology
Professional Supervision
Funeral Director
Tool and Die Maker

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:

- **IS-27**: *Indiana Colleges Offering Associate's Degrees and Certificates*

TWO-YEAR PROGRAMS

Two-year programs can teach you skills and knowledge to start a career and prepare you for further learning.

Students who are not ready to earn a four-year college degree may choose to start an associate's degree first. If you decide on this option, there are further decisions you must make. Many institutions offer two types of associate's degrees.

The two types of associate's degrees:

- **Nontransferable (terminal)** programs provide training for those who do not want more than two years of training. In most cases, the courses you take toward this degree will not be transferrable. At some time in your future, you may decide that you need a bachelor's degree to get a job you want. You may not be able to use this degree as credit toward a four-year degree.
- **Transferable** programs are for people who think they may want more than two years of school. Work in this type of program may count towards a four-year degree at the same or a different school.

There are many programs offered in the same area of study which offer both the transferable and the nontransferable associate's degree. Make your choice carefully. Remember, your goals and needs may change. A transferable degree leaves you with many more options.

Some associate's degrees offered at Indiana colleges:

Nontransferable
- Electronics Technology
- Practical Nursing
- Secretarial
- Computer Graphics
- Law Enforcement
- Food Service Mgmt.

Transferable
- Engineering
- Nursing
- Business Administration
- Art
- Social Work
- Home Economics

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
- ***IS-25**: Two-Year Colleges – Two Paths to Choose*

FOUR-YEAR COLLEGES

Four-year colleges offer two types of education.

Bachelor of Science

A Bachelor of Science degree is earned in specific fields such as education and engineering. Students take courses in the career field that interests them, as well as general courses. The Bachelor of Science will prepare you for careers such as:

- Agricultural Engineer
- Industrial Designer
- Physical Therapist
- Business Administrator
- Teacher
- Social Worker
- Health Administrator
- Meteorologist

Bachelor of Arts

A Bachelor of Arts is a liberal arts degree. Liberal arts students take a wide variety of courses in math, science, literature, history, and foreign language. A specific career goal is not needed before you begin a Bachelor of Arts degree. Many liberal arts students use their first year of college to explore career fields. These students then choose and take courses in a career area. They may also take courses in another discipline which may link them to specific jobs. Students who graduate with a Bachelor of Arts degree can be prepared for many career options, such as:

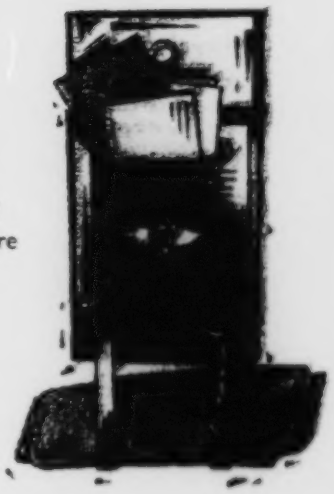
- Archivist or Curator
- Teacher
- Research Assistant
- Editor
- Advertising Manager
- Public Relations Specialist
- Sales Representative

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
- ***IS-26**: Indiana Colleges Offering Bachelor's Degrees*

research 25
YOUR OPTIONS

Follow these steps when researching your options.



C

Step 1: Decide the type of education you need.

You will need to research information for this decision carefully. Education for your career may be available from several types of colleges and programs. Check out all the possibilities. Each possibility can lead you to different levels of pay and responsibility on the job and different options for more education in the future.

Step 2: Find out where the education you want is offered.

Call the ICPAC Hotline to find out the names and addresses of specific programs, schools, or colleges that can help you reach your career goals. We can even tell you which ones are close to home.

Step 3: Write to these programs or schools.

Once you know the names and addresses of colleges, you will want to do further research. Different programs, schools, and colleges have different academic strengths and special activities. Write a letter to the admissions department or administrative offices of the programs, colleges, or schools that interest you. In your letter request information about your career interest. Most will send you catalogs or brochures to explore what makes them unique.

Step 4: Visit the programs or schools.

Later, you should visit schools that interest you before making decisions. ICPAC can provide you with lists of questions that you will want to ask when you visit.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:

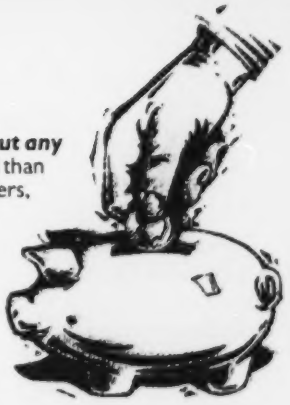
- *profiles of colleges*
- ***IS-85**: Where to Study What in Indiana*

26

prepare

FOR THE COSTS

Start planning for college costs today.



Step 1: Explore the costs.

Call ICPAC or write colleges to find out their tuition and fees. ***Don't rule out any colleges because of cost.*** Expensive colleges often offer more financial aid than less costly ones. Find out the average financial aid amount that a college offers, and use that information as part of your decision-making and planning process. 1997-98 full-time, yearly tuition and fee costs for four Indiana public colleges are listed below.

Ivy Tech State College	$1,937
Ball State University	$3,316
Purdue University, West Lafayette	$3,352
Indiana University, Bloomington	$3,929

Step 2: Find out about financial aid.

Most college students get help paying for college. Some aid is based on your family's financial need. Other aid considers good grades, high test scores, honors, special talents, or activities. There are three types of aid:

- **Gift aid** is money that you do not have to repay. Scholarships and grants are kinds of gift aid.
- **Student employment** includes work-study programs, cooperative education, and part-time jobs. There are also "work colleges" that allow students to work in exchange for their education.
- **Loans** are money you borrow for your education. You must repay the loans with interest.

You can estimate how much financial aid you will qualify for by using ICPAC's low-cost, financial aid estimation service. See page 62 for more information.

Step 3: Open a savings account.

Most financial aid programs expect both students and parents to pay at least part of these costs. Save what you can, even $5 a month. It is important to save as a statement of your faith in the future. Be sure you are financially prepared for college.

Other costs associated with going to college include housing, food, books and supplies, transportation, and personal expenses. Colleges look at all of these costs when determining your eligibility for financial aid. The ICPAC Hotline can provide you with detailed cost information for Indiana colleges.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
***IS-1**: ICPAC Guide to Student Financial Aid*
***IS-86**: Strategies for Cutting College Costs*

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28

plan
FOR YOUR FUTURE

Choose where you want to go — then make a plan to get there.

Planning how you will spend the next four years in high school is very important. The previous sections of this planner have helped you learn about yourself, your career interests, and the education you will need to meet your goals.

This section will give you important information about the academic options you have in high school. Become familiar with these options by reading this chapter and talking to your teachers and guidance counselor. Work with them and your parents to create a list of courses and activities that will allow you to explore your career interests and prepare you for education after high school.

"Your future is not even on your mind in high school. You don't think anything past graduation . . . but you should start thinking of your future early. Think about where you're going to go and what you want to do with the rest of your life. It's coming; plan for it."

Patrick West
University of Southern Indiana

And when it comes to planning ... the *Career and Course Plan* worksheet you've been filling out will help you map out your future. Save it and use it as a reference later!

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understand

HIGH SCHOOL CHOICES

If you want to be successful, the world expects you to do more than the minimum.

There is much more to high school than taking the minimum number of classes. Indiana government leaders, educators, and business people have agreed on a group of high school classes that will prepare you for success. This group is called the **Indiana Core 40**.

All students must enroll in the Indiana Core 40. The Core 40 is not just for students who want to go to college. Students who want to enter the workforce after graduation will also benefit from Core 40.

You can complete the **Core 40** by following the guidelines on page 30. Take as many of these Core 40 classes as you can during your first two years of high school. This will leave time during your junior and senior years to take career exploration, advanced, and elective programs like those described below.

You have choices to make about your high school education.

You can choose to take Technology Preparation (Tech Prep) classes. Your school may also offer Certificate of Technical Achievement classes. These classes will allow you to learn in a hands-on practical setting. Your studies will be connected to real world problem-solving situations that you will encounter in the workplace. Tech Prep classes may fulfill Core 40 requirements. Read page 31 for more on Tech Prep, and page 32 for more on the Certificate of Technical Achievement.

You can also choose to earn an Academic Honors Diploma. Read more about these options on pages 33. Also, find out about Advanced Placement and other college credit opportunities on pages 35 and 36.

WANT TO KNOW MORE?

Look at your career goals. What courses will help you reach them? If you don't know, ask your guidance counselor for help. Also, talk to your parents. What do they think?

30

take
THE CORE 40

Ninth-graders must enroll in Core 40.

All students must work toward completing the requirements of Core 40. You must **complete** the Core 40 to be considered for regular admission to Indiana's four-year public colleges. The same courses are strongly suggested for admission to a two-year public college or entry into the workforce.

Also, if you complete Core 40, have a 2.0 to 4.0 grade point average, *and* meet state financial need guidelines, you can receive up to 90 percent of approved tuition and fees at eligible colleges and universities. To complete the Core 40:

1. Take 28 to 30 credits from this list.

Language Arts	**8** credits in literature, composition, and speech
Mathematics	**6 - 8** credits of Algebra I, Geometry, Algebra II, Trigonometry, Calculus
Science	**6** credits in laboratory science from the following: 2 Biology 2 Chemistry or Physics and 2 additional credits from Chemistry, Physics, Earth/Space Science, Advanced Biology, Advanced Chemistry, Advanced Physics
Social Studies	**6** credits distributed as follows: 2 U.S. History 1 U.S. Government 1 Economics 1 World History and/or Geography 1 additional course from above or other social studies area
Physical Ed.	**1** credit (two semesters)
Health/Safety	**1** credit (one semester)

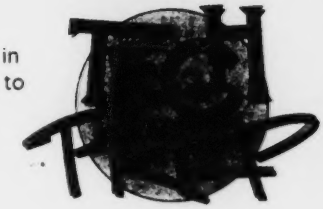
2. Choose 8 credits in courses from the list above or the list below.

Foreign Languages	Such as Chinese, French, German, Italian, Japanese, Latin, Russian, or Spanish
Arts	Visual Arts, Theater Arts, Music, or Dance
Computers	Computer Applications, Computer Programming
Career Area	At least 6 credits in a logical sequence from a technical career area

3. Choose 2 to 4 more credits from any courses at your school.

learn ABOUT TECH PREP

Tech Prep courses offer students a new way to learn.



Tech Prep classes are available to all Indiana high school students in grades 11 and 12. Some high schools will also offer these courses to grades 9 and 10. Some Tech Prep or applied courses will meet Core 40 requirements if they cover the same content as courses taught in the traditional manner.

What is Tech Prep?

The Indiana Tech Prep program was designed to prepare you for more education and for the workforce. Tech Prep courses are taught with a "hands-on, real-world" approach. For instance, calculate measurements of a room and then draw up a plan for increasing its dimensions. Many courses will also require students to work in groups to learn and practice teamwork skills.

Tech Prep programs include courses that target a specific occupation such as health care, business, manufacturing, or agricultural science. Some options offer an opportunity to work part time in related jobs and apply what is being learned at school. Some schools have worked out agreements with colleges for dual credit for some of these subjects. See page 36 for more information. Each school district has developed its own program. Therefore, Tech Prep options will vary.

What does it do?

Tech Prep courses will prepare students for many options after high school. Students will be prepared for employment, apprenticeships, technical and business colleges, and two- and four-year colleges.

To find out more about Tech Prep at your school, talk to your counselor.

Then think about your interests, the way you learn, and your future career goals. You might take a Tech Prep course to see if this style of learning is right for you. With Tech Prep classes now available, you have more options to consider. Make your choices carefully.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
IS-36: *Tech Prep*

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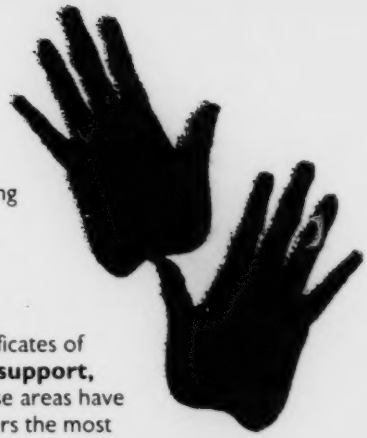
32

investigate

TECHNICAL CERTIFICATES

Develop skills and get an edge on your future.



What is the Certificate of Technical Achievement?

It is awarded to students who have shown that they have specific skills and knowledge. Not all Indiana high schools offer Certificates of Technical Achievement, but it's becoming an option in more schools. The certificates are a little like a report card that you can use to further your education and career. Every time you master a new technical skill, your certificate is updated.

There are seven areas in which your school may offer Certificates of Technical Achievement: **electronics, plastics, business support, bioscience, printing, health,** and **metalworking**. These areas have been chosen because they are good-paying and allow workers the most ability to "move up," or be promoted. They are also Indiana industries that are expected to have high job growth.

If your school offers opportunities in the area of plastics, you might earn a certificate by showing that you know how to inspect products for quality control. If you are thinking that a career in business support sounds attractive, you may wish to earn a certificate of technical achievement in filing.

How do you earn a Certificate of Technical Achievement?

You will complete an activity that is designed just like a real work situation. The activity will involve a hands-on demonstration of your skills, in which you are the employee of a company. One of your teachers will observe your performance and review it with you afterward. Your teacher will use a checklist to indicate how well you do. For those skills that you perform well, you will be awarded a Certificate of Technical Achievement.

What are the benefits?

The certificate is evidence of what you know and can do. If you plan to go on for more education after high school, the skills listed on your Certificate of Technical Achievement may help you get into the school of your choice. It may also help qualify you for advanced training or even course credit. If you decide to enter the workforce right after high school, a Certificate of Technical Achievement will show employers that you have the skills needed for the job.

Ask your counselor for details about the Certificate of Technical Achievement and if it is available at your school.

earn AN HONORS DIPLOMA

An Academic Honors Diploma guarantees acceptance to Indiana's state universities.

What is it?
An Academic Honors Diploma is awarded to students who complete a set of courses which meet the requirements listed to the right. You must check with your guidance counselor to make certain all of your course choices are on the Indiana Department of Education's approved course list.

How is it different from Core 40? To receive an Honors Diploma, students must complete credits in foreign languages and fine arts. In the Core 40, these two areas of study are optional.

Do Tech Prep courses count? Yes. Tech Prep courses which meet Core 40 standards count toward the Honors Diploma.

What are the benefits?
A special seal is affixed to a student's high school diploma. Admission to Indiana's state universities is guaranteed upon successful completion of an Honors Diploma and other admissions requirements.

Students who earn the Honors Diploma *and* meet state financial need guidelines will receive 100 percent of approved tuition and fees at eligible colleges and universities. Some colleges also give automatic scholarships to students who receive the Honors Diploma.

English Language Arts **8** credits

Literature, Composition, Speech

Social Studies **6** credits

2 credits of U.S. History, 1 credit of U.S. Government; credits must also include a major emphasis in Economics and Geography and/or World History

Mathematics **8** credits

Algebra first and second year, and one upper-level course

Science **6** credits

2 credits of Biology, 2 credits of Chemistry or Physics, and 2 more credits of Chemistry, Physics, Earth/Space Science, Advanced Biology, Advanced Chemistry, or Advanced Physics; or a program of equal rigor

Foreign Language **6 - 8** credits

6 credits in one language or 4 credits each in two different languages

Fine Arts **2** credits

Usually any course in Visual Arts, Music, Theater Arts, and Dance

Health and Safety **1** credit

Basic Physical Education **1** year

Pass/fail courses do not count. You must receive at least a C in every class and have an overall B average.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
IS-8: *The Academic Honors Diploma*
or talk to your guidance counselor.

34

check out
THE INDIANA ACADEMY

You can spend two years of high school at a state university.

The Indiana Academy for Science, Mathematics, and Humanities is an academically challenging two-year public high school. Because it is state-funded, there is little cost for students. Students live at the Academy, on the Ball State University campus in Muncie.

What is school like at the Academy?

Social and athletic activities are like those at most high schools. However, students study math, science, and humanities in seminar-style courses that explore the relationships between these subjects. Faculty members are carefully selected and are available in the evenings to provide students with extra help and attention.

Students

- attend seminars that offer speakers, exhibits, performances, films, and field trips;
- are encouraged to discover new ideas and interests through hands-on experiences;
- may participate in apprenticeships with professionals;
- are encouraged to work together on projects and form study groups; and
- must complete community service during their two-year residency.

To apply, you must:

- send a completed application form; official transcripts of all academic work from grade 7 to the present; a record of school and community activities, and an official SAT I score report and SAT II writing test from a **sophomore year** test date (See your guidance counselor or call the Hotline for information about the SAT I and SAT II.);
- provide four letters of reference written on Academy forms by specific teachers;
- submit a portfolio; and
- attend an on-campus interview at the Academy.
- Applications are due by May 1 of your sophomore year.
- Applications for early decision are due by March 1.

Contact Info:

Indiana Academy
Admissions
Ball State University
Muncie, Indiana 47306
1-765-285-8105 or
1-888-380-3439 *(toll-free)*

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
IS-90: *Indiana Academy*
or contact Indiana Academy Admissions

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enroll

IN AP COURSES

The Advanced Placement (AP) Program offers you the chance to earn college credit while you're in high school.

All Indiana school districts must provide AP courses in science and math. Other AP courses may also be provided. Some AP courses are:

- Art
- Biology
- Chemistry
- Computer Science
- Economics
- French
- German
- Government
- History
- Latin
- Music
- Physics
- English
- Spanish

At the end of an AP course, an exam is given. If you score well on this exam, colleges may give you credit for your work in the course.

There is a fee for the exam. The state will pay for exams in math and science courses and the course in English Language and Composition. Talk with your principal, teacher, guidance counselor, or AP coordinator to get involved in the Advanced Placement Program. If you start planning now, you can take courses to help prepare for advanced placement work in your junior or senior year.

Other opportunities

There are other examinations for high school students interested in earning college credit. Some colleges offer their own exams. There is also the College-Level Examination Program (CLEP). This program offers tests that may cover subjects not included in the AP program. Talk to your guidance counselor or call ICPAC for more on CLEP.

"I took some AP classes in high school. They helped me prepare for college. I recommend you take them, so you can get a little ahead. Test out if you can, too."

Henry Robinson
Purdue University

WANT TO KNOW MORE?

CALL THE ICPAC HOTLINE AND ORDER:
IS-99: *The Advanced Placement Program*

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36

take
COLLEGE CLASSES

"I think that taking AP courses can help you get a head start on college credits, and it is always a very good idea to try to get ahead in your college career. No matter how well you plan out your future, certain situations may arise that will seem to be very discouraging. It is so much easier to keep pursuing your goals when you know that you have already completed part of your college credits."

Heather Wulitich
Indiana University-Bloomington

There are other ways to start college before you graduate.

Early Enrollment and **Dual Enrollment/Credit** allow any qualified high school student to take courses at an Indiana occupational school, college, or university.

Early Enrollment

You could spend your senior year of high school at a college. To enroll early, you must apply to the college you want to attend. If you take the right high school courses, earn good grades, and score well on admissions tests, you will probably be allowed to enroll.

Dual Enrollment/Credit

If you live near a college or university, you might be able to enroll in classes on campus to fulfill both your high school requirements and get college credit at the same time. Some high schools also offer such classes as a part of their schedule. This option also allows you to continue to participate in high school activities.

A third option is dual credit through distance education classes, offered by correspondence, video, the World Wide Web or nearby "TV receive sites" throughout Indiana. Indiana University is the only in-state school that offers high school distance ed courses; contact them at 1-800-334-1011 or e-mail *bulletin@indiana.edu*.

Talk to your guidance counselor and the college admissions office for more information about early and dual enrollment/credit. You may have to receive permission from your principal before you participate in any of these programs. Also, you and your parents will be responsible for paying any costs for these programs. Scholarships are sometimes available from the college.

study ON YOUR OWN

Independent study and distance education courses offer you an opportunity to earn credit outside the classroom.

These opportunities allow you to take more classes at school and be better prepared for your future!

High school distance education classes

Distance education courses are offered by many U.S. colleges. These courses contain lessons that you complete and mail to the instructor. Lessons may include tapes and telephone conversations between you and the instructor. You may be able to earn up to 8 credits toward graduation through distance education study. Many students complete their Health and Safety course and other courses such as U.S. History through this method. Before enrolling, check with your guidance counselor for permission to earn this kind of credit.

Independent study

Independent study can sometimes be arranged to learn about a subject for which no course exists. You meet with a teacher and plan how you will study the subject, the books to be used, projects to be completed, and project due dates. You will be responsible for completing the work and meeting the teacher to discuss your progress. Some high schools and many colleges allow independent study.

These courses let you study when it fits your schedule since there is no class period. They also take planning and place a great deal of responsibility on you. But by taking courses this way, you have more time in your regular schedule to take AP courses, dual enrollment courses, or other courses that interest you and prepare you for the future.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
IS-100: *Distance Education Courses*

38

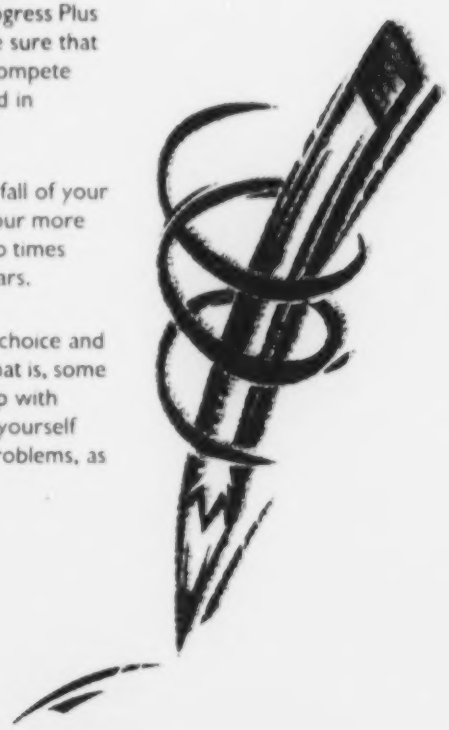
prepare
FOR THE ISTEP+

Plan ahead for the ISTEP+.

In order to qualify for your high school diploma, you must pass the Indiana Statewide Test of Educational Progress Plus (ISTEP+). This test will help make sure that you have the skills necessary to compete successfully in the workworld and in education after high school.

This test will be given during the fall of your sophomore year. You will have four more opportunities to pass the test, two times each in your junior and senior years.

The ISTEP+ will contain multiple choice and short-answer/essay questions. That is, some questions will ask you to come up with your own answers. You will find yourself writing and doing mathematics problems, as well as "bubbling in" answers.



WANT TO KNOW MORE?

ICPAC has sample test questions for the tenth-grade ISTEP+ test. Call the Hotline at 1-800-992-2076 for:
IS-40: *The ISTEP+*

prepare
FOR STANDARDIZED TESTS

Many colleges require students to take a standardized test to be admitted.

Why do colleges require testing? Because high schools can be very different, with different grades, classes, and students. Admissions offices must compare many students. The offices use a standardized test as one indicator of your preparation for college.

The first test you should take is either the **PSAT** (Preliminary Scholastic Assessment Test) or **PLAN** (pre-American College Test). These tests are usually taken in the sophomore or junior year of high school.

Why should you take the PSAT or PLAN?

- **You can learn your strengths and weaknesses.**

  A low score might indicate that you need more work in a particular subject. The test will tell you which areas of a subject were difficult for you. Then you can study these areas.

- **You will be able to practice.**
  In your junior and senior years, you will need to take either the SAT I or ACT test before you apply to a college. You will already know what to expect from these admissions tests by taking the PSAT or PLAN.

- **You could win a scholarship.**
  Students with high PSAT scores are eligible for National Merit Scholarships, National Achievement Scholarships for Outstanding Negro Students, and National Hispanic Scholar Awards. Colleges will also send you admissions information because you will be entered into a database.

- **You can prepare.**
  There are many ways you can practice for these tests. Your librarian, counselor, bookstore, or computer software store are sources of materials that can help you prepare. So is ICPAC.

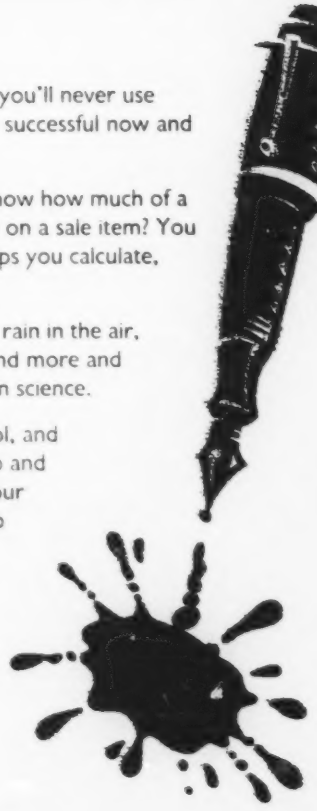
WANT TO KNOW MORE?

Your guidance counselor can tell you which test is required by schools that interest you. Call the Hotline at 1-800-992-2076 for: **IS-11**: *College Admissions Tests*

40 learn

THE BASICS

You *will* use what you learn in high school.



Ever wonder why you have to study math and English? Think you'll never use science or social studies in the real world? Think again. To be successful now and in the future you need to learn the basics. Here's why:

Math – Want to figure out your batting average? Need to know how much of a tip to leave at dinner? Want to figure how much you can save on a sale item? You use math everyday and in almost every job. Math not only helps you calculate, but also helps you solve problems and make decisions.

Science – Science is at work everywhere, too: Rust on cars, rain in the air, stars in the sky, lights in your house, muscles in your body. And more and more jobs involve science. So, be well-rounded. Be educated in science.

English – You must communicate to succeed in work, school, and relationships. You need to speak clearly so others will listen to and respect your opinions. You need to write clearly to express your ideas and feelings. You need English so people pay attention to your message, not your mistakes.

Social Studies – To understand yourself, others, and the world you live in, it's important to know what happened in the past. Learning how things worked then, and now, can help you make better choices.

Physical Education/Health – You only get one body. Make sure you take care of it. A healthy body also means a healthier mind.

Fine Arts – Like listening to music, watching movies, reading books, drawing pictures? Art is a way to express yourself and communicate across cultures.

Computers – Technology is growing in workplaces, in schools, and in homes. Don't get left behind.

Foreign Languages – Workplaces, schools, and communities are becoming more diverse. Knowing more than one language gives you a big advantage.

High school is not a waste of time. Learn now; be more successful later.

develop

GOOD STUDY SKILLS

What you don't know *can* hurt you.

Don't just learn material for a test or a quiz. Learn so you can add to your knowledge and understanding of the world.

Many times your classes may seem boring. Or, it may feel like the material you are learning is a waste of time. But, you will discover that what you learn today is needed for tomorrow's classroom and career.

You will wish you had learned it then.

So, learn it now. If you need help or tips on how to study, call the ICPAC Hotline. We have a booklet entitled *Better Study Skills for Better Grades and Real Learning*.

"You need to organize your time really well. Always have a planner. Know what you have to do and when you have to get it done. Schedule."

Kiesha Cole
University of Evansville

It gives you tips on:

- note-taking skills
- writing papers
- listening in the classroom
- reading and understanding
- time management
- improving your memory
- test-taking
- math ... and more

Where else can you get help?

- Your teachers are often the best sources. They are there to help.
- Your parents, neighbors, or relatives are also very knowledgeable.
- Ask your counselor about community study programs and free tutors.
- Educational consultants and some tutors offer these services for a fee. Look under the yellow pages in the phone book or ask your guidance counselor for more information.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
The ICPAC Study Skills Booklet

42

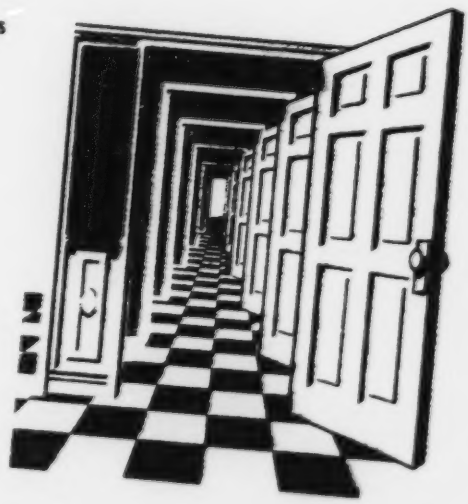
keep
YOUR OPTIONS OPEN

Your plans must change as the world changes.

On average, **American workers change jobs or careers six times in their lives.** Some workers change companies but keep the same career. Other workers change their careers all together.

In addition to changing jobs, **jobs change.**

Finally, **you will change**. You will gain new interests, skills, and perspectives.



To keep up with change, you are going to have to:

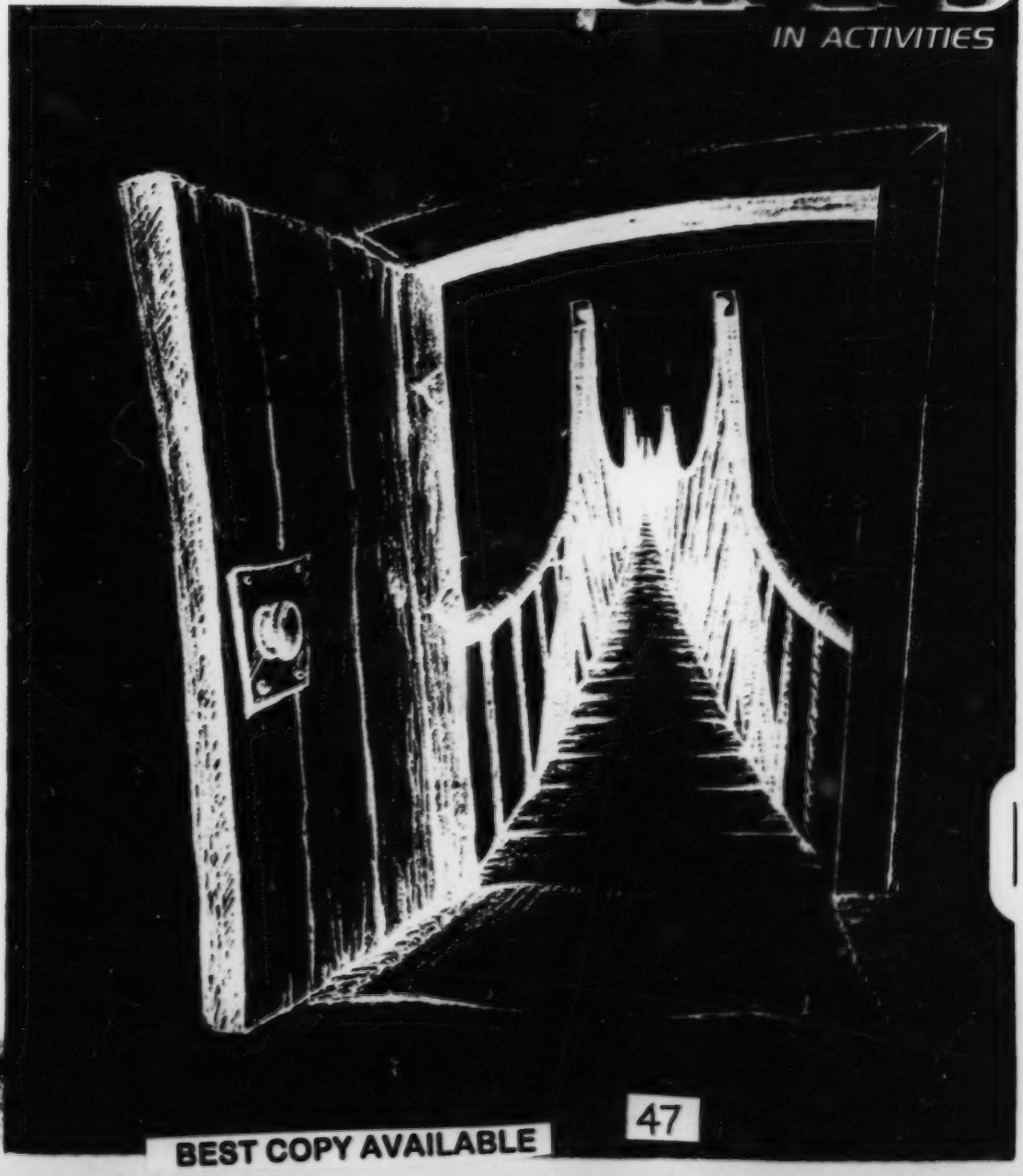
- be flexible,
- be well-rounded,
- know how to adapt,
- be ready, and
- know how to learn.

How will you do this?

- Study hard and prepare the best you can.
- Look at lots of jobs and careers.
- Know yourself.
- Know how to make decisions.
- Make a plan, but be prepared to change it.
- Don't rule out any ideas or opportunities.

WANT TO KNOW MORE?

Call the Hotline at 1-800-992-2076 for:
IS-82: *Essential Skills of the Future Workforce*
IS-93: *Maximizing your Employability*



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44

try NEW THINGS

Get involved in activities outside the classroom. You can learn a lot and have fun at the same time.

A good education includes both extracurricular activities and academics. In extracurricular activities, you learn about people, decision-making, problem-solving, and teamwork.

You also get to know yourself during these activities. This will help you decide what type of work you want to do in the future.

For instance, you can decide if you want to:

- work with people,
- do tasks like those you perform in your organization, or
- make decisions and assume responsibility.

Being active in school can also help you:

- get a job during high school or after,
- get admitted to college, and
- get scholarships for college.

Participating in outside activities shows people that you are a well-rounded person and that you have many interests. It also shows that you can work with other people. And in all jobs, you have to work with others.

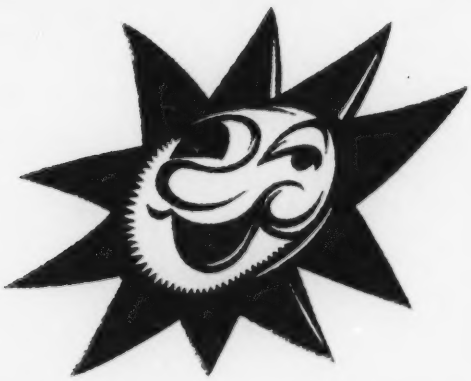
TRY OUT:

- art
- band
- cheerleading
- chorus
- dance
- debate
- drama
- honor societies
- language clubs
- magazine
- newspaper
- orchestra
- opera
- radio broadcasting
- sports
- student government
- TV broadcasting
- yearbook

WANT TO KNOW MORE?

For more information about summer activities read pages 46-47. For more about playing sports in college, call the Hotline at 1-800-992-2076 for:
IS-91: *NCAA Freshman Academic Eligibility Requirements*

discover YOUR SUMMER



Make your summer an experience that builds your future.

You can spend your summer at places other than the pool or mall. Check out these ideas.

- summer camps,
- travel abroad,
- workshops and classes on a college campus,
- volunteering for community organizations,
- sports camps on campuses,
- job shadowing, and
- summer employment.

Check out pages 46-47 for more on summer activities.

"One of the things I appreciate about high school is that I took advantage of all my opportunities. I was involved in activities. I took different classes. You have one time in life to get it right. You don't get to go back. I took the time to find out what I liked. I also was involved in community service projects to draw attention away from myself, so I could see what else is out there, the bigger issues."

Shonda Hanks
Indiana University-Bloomington

"Get involved in everything. Don't be shy . . . It makes high school and college so rewarding. Because of the activities I'm involved in, I know so many people and learn so much more from them."

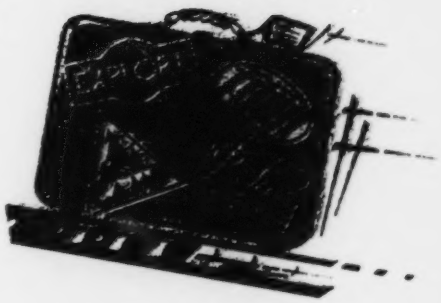
Brandi Bates
IVY Tech State College Southwest

46

discover
SUMMER CAMPS

Summer Camps

Summer camps can help you explore new interests and activities and develop new skills. You will learn how it feels to be away from home and family. Many camps also offer summer jobs which you may want to try. Every year ICPAC updates its list of accredited Indiana camps for high school students, including special needs camps. You can find other camps through organizations such as the Boy Scouts of America, Girl Scout Councils, YMCA or YWCA offices, and the Boys Club or Girls Club.



Sports Camps

Sports camps are another way to spend your summer. The following is a list of Indiana colleges which offer sports camps. Also listed are specific sports which are coached by at least one camp in the state. For a list of the specific sports offered at each college, call the ICPAC Hotline.

Colleges

- Anderson University
- Ball State University
- Bethel College
- Butler University
- DePauw University
- Franklin College
- Grace College
- Hanover College
- Huntington College
- Indiana State University
- Indiana University-Bloomington
- Indiana University-Southeast
- Manchester College
- Purdue University-West Lafayette
- St. Joseph's College
- St. Mary's College
- Taylor University
- Tri-State University
- University of Evansville
- University of Indianapolis
- University of Notre Dame
- Valparaiso University
- Vincennes University

Sports

- All-Sports Camp
- Aviation
- Baseball
- Basketball
- Cheerleading
- Dance
- Diving
- Equestrian
- Fencing
- Football
- Golf
- Gymnastics
- Hockey
- La Crosse
- Sailing
- Scuba
- Soccer
- Softball
- Sports Clinics
- Swimming
- Tennis
- Volleyball
- Water Skiing
- Wrestling

WANT TO LEARN MORE?

For your summer fun lists, call the Hotline at 1-800-992-2076 for:
IS-66: *Indiana Summer Camps*
IS-67: *Indiana Sports Camps*

Indiana's colleges offer many summer programs that are fun and educational for high school students. This is a great way to study in a career field and experience life on a college campus. Indiana college summer programs for 1997 are listed below. Call the Hotline for details.

Ball State University

- Honors College
- Physics and Astronomy

DePauw University

- Media for Tomorrow
- Options Program
- Project Prep
- Science Practicum

Earlham College

- Explore a College

Goshen College

- Science Day Camps

Indiana State University

- Summer Honors Program with many special topics available.

Indiana University-Bloomington

- International Studies
- Journalism Institute
- Learning and Living in College
- Summer Band Clinic
- Summer Choral Clinic
- Summer Piano Academy
- Summer Recorder Academy
- Summer String Academy

Indiana University-Purdue University at Indianapolis

- Minority Engineering Advancement Program

Manchester College

- Mindpower

Purdue University-West Lafayette

- Minority Engineering
- For the Gifted Program with many special topics

Rose Hulman Institute of Technology

- Operation Catapult

St. Mary's College

- Fine Arts
- Paula Program for Gifted and Talented Girls

University of Notre Dame

- Engineering Intro for Women

Study Abroad

International business is expanding rapidly, and speaking a second language is an important skill. Studying abroad will allow you to practice a foreign language and learn about other cultures. ICPAC has a list of approved international travel and exchange programs appropriate for high school students.

WANT TO LEARN MORE?

Call the Hotline at 1-800-992-2076 for:
IS-68: *Summer College Programs*
IS-69: *International Study and Exchange Programs*

48

consider

A PART-TIME JOB

Thinking of going to work?

Many students take a part-time job during the school year. This can be both good and bad. Weigh the costs and benefits carefully before you take a job.

What are some benefits of part-time work?

Experience

The experience you gain will be very valuable. You will learn new skills. Experience is another kind of investment in your future.

You can learn a lot about careers.

You can learn about the field that your part-time job is in and decide if there is a future for you in that field.

You can learn new skills.

Future employers will want to see that you have good communication skills, problem-solving skills, and interpersonal skills. You might be able to learn these skills in a part-time job.

What are some costs of part-time work?

Free Time

Do you have a hobby you enjoy? Are you in a club or on a team? You will also need time to relax. Fun and free time are important to your health and well-being. If you decide to work, you will have less free time.

Money

A good thing about work is the money you earn. You can buy things such as clothes, a movie ticket, or maybe even a car. Or you can save money for the future. Saving for your education is an important investment. Financial aid programs will expect you to contribute money toward college.

Study Time

The more time you work, the less time you have to study. Some students can have a job and still get good grades. Others have trouble keeping their grades up when working. **Students who work more than 10 hours a week see their grades fall.**

WANT TO LEARN MORE?

Call the Hotline at 1-800-992-2076 for:
IS-9: *Tips on Finding & Getting a Job*
IS-51: *Working in High School*
IS-92: *Labor Laws for Age 17 and Below*

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People are very valuable resources who can help you plan your future. Consult them for guidance and advice.

Parents

How did your parents get into their careers? How did they make their decisions about their futures? Find out how they feel about their choices and their jobs. Ask them for their advice about your career and education plans.

Guidance Counselors

Guidance counselors can help you find out about:

- careers,
- training and education,
- financial aid, and
- interest inventories to help you get to know your career interests.

They can also help you with study skills or problems you may be having in a class or with a teacher. Walk down to their office and talk.

Teachers

Your teachers can tell you about their college and work experiences. Also, they know your strengths and can help you improve yourself academically. If you are committed to learning, they will help you achieve your goals.

Other People

Many communities have **mentor** programs for high school students. A mentor is someone who can guide, advise, and help you plan for your future. Check with your guidance counselor to see if your community has a mentor program. If not, find a neighbor or family friend who can play this role in your life.

ICPAC

Last but not least is ICPAC. We like to help people find the answers to their questions about careers and education. Give us a call at our free Hotline. We'll help you. Satisfaction guaranteed!

50 stay MOTIVATED

Don't lose sight of your dreams.

There are many challenges ahead. You will have to complete your homework, write your papers, and pass your tests. You also must begin to think about your future. But all the work and all the planning will be worth it in the end.

Stay motivated to do the work that will make your dreams become reality.

- **Talk** about how you feel to parents, guidance counselors, or teachers. They can give support and help you make decisions.
- **Be** your own best friend. Have faith in yourself.

Think about the abilities that you do have — and don't dwell on the things you find difficult.

Ask your friends about your good points and remember them. Think about them when you are down.

Put your work in perspective; realize that these four years of high school are only a small part of your life. The hard work will not last forever.

- **Reward** yourself when you do well. If you complete your homework assignments for the week, treat yourself to a movie or a new book. For a bigger task, give yourself a bigger reward or do something fun you have been putting off. And don't forget to "pat yourself on the back" for finishing a big job. Knowing you did a good job will help you with the next big assignment.

"Everything starts with determining what your core beliefs and values are. Everything flows from your 'inner person' – what matters to you? You have to clarify what you want to do, why you want to do it."

Dave Whan
Taylor University

WANT TO LEARN MORE?

Call the Hotline at 1-800-992-2076 for:
IS-81: *Plan for your Future during high school*

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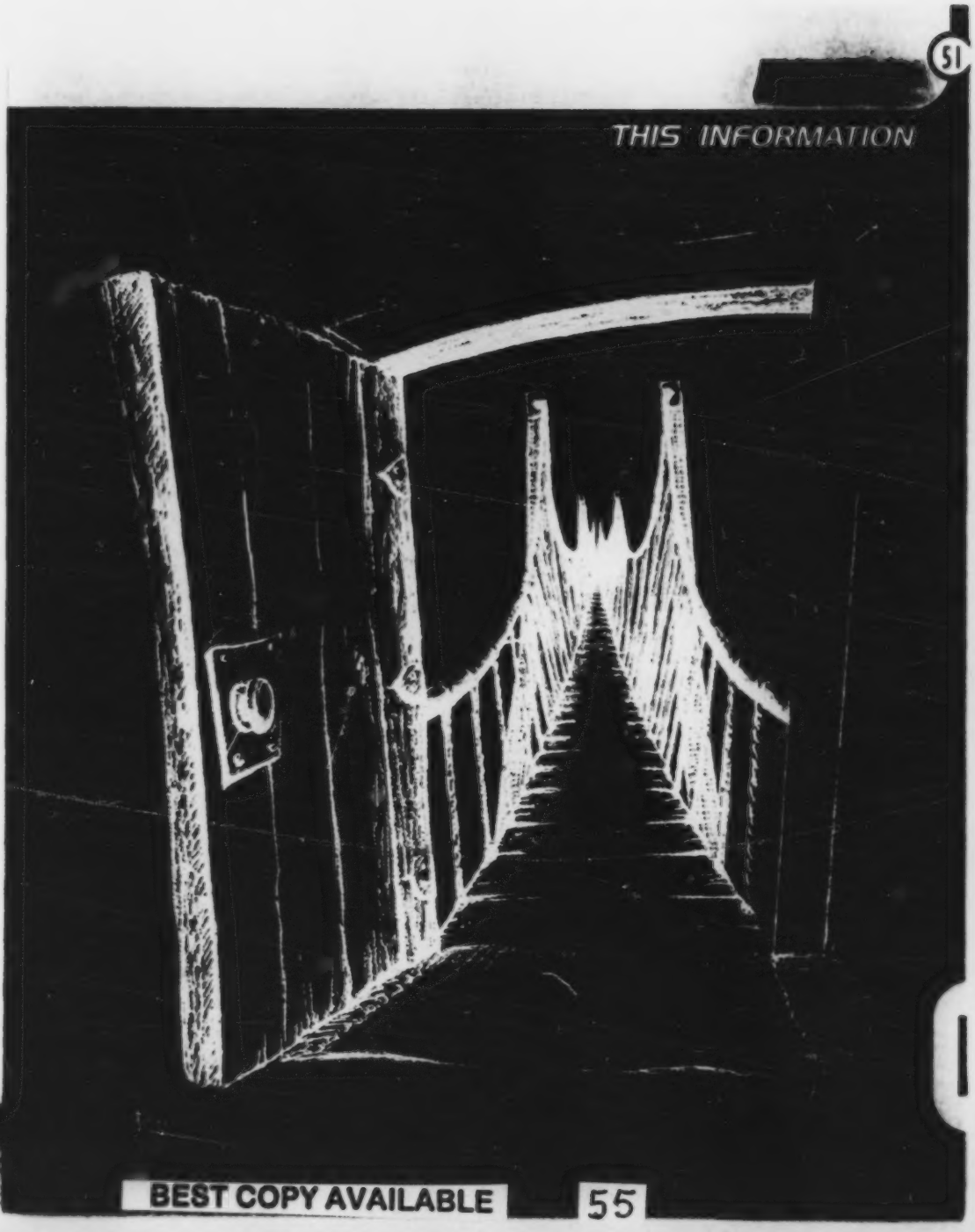

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This list of career and education terms will help you understand the world of career and education planning.

Academic Adviser: The person at a college who helps students decide what classes to take, what major to pursue, etc. An adviser is similar to a high school guidance counselor.

Academic Standards: College standards that students must maintain, such as a certain grade point average, in order to remain in good standing with the school.

Academic Year: The school year. See *Calendar*.

Accredited: Colleges and schools must meet specific requirements in academic programs, facilities, etc. to be certified by accrediting agencies. Usually, colleges must be accredited for their students to receive financial aid.

Achievement Tests: Standardized tests given by the College Entrance Examination Board in specific high school subjects. Colleges look at test scores when making decisions about admission, course placement, and exemption. These tests are NOT required by most schools for admission.

ACT: A standardized admissions test. See *American College Testing Program*.

Admission Requirements: Students wanting to attend a specific college must meet requirements (high school grade point average, standardized test scores, high school courses, etc.) to be considered for admission to the college.

Advanced Placement: Tests given at the end of an Advanced Placement course taken in high school. Students with high scores on these tests can be placed in upper-level college courses and may receive credit for beginning level courses.

Algebra: Algebra is the most basic branch of mathematics. It explains the laws that govern the other branches of mathematics. Branches include arithmetic, geometry, trigonometry, and calculus. Simple algebra is concerned with the "laws" of arithmetic. For example, we can multiply two numbers either way and get the same answer. Source: *Children's Encyclopedia Britannica* vol. 1, p. 159, 1989.

Alumni: People who have graduated from a school.

American College Testing (ACT) Program: A company that produces standardized admissions tests. See *Standardized Admissions Tests*.

Application Fee: A charge to process a student's application. In some cases, this fee is waived if a student demonstrates financial need.

Apprenticeship: A training program, such as tool and die making or welding, which results in a certified set of skills for a trade.

Associate's Degree: The degree granted by colleges after students complete a two-year, full-time program of required courses, or its part-time equivalent. These degrees are offered by many types of colleges, including two-year and four-year colleges and proprietary schools.

Baccalaureate or Bachelor's Degree: The degree granted by a college after students have satisfactorily completed a four- or five-year, full-time program of required courses, or its part-time equivalent.

Bulletin: A smaller version of a college catalog. It describes aspects of a particular college or university.

Calculus: A branch of mathematics divided into two general fields: differential calculus and integral calculus. Differential calculus can be used to find rates of change. For example, orbits of planets, satellites, and spacecraft are calculated using differential calculus. Integral calculus is a method of calculating quantities by splitting them up into a large number of small parts. It can be used to find the surface area of irregular objects. For example, you can find out the total surface area of your car (even the round parts) by using integral calculus. Source: *Children's Encyclopedia Britannica* vol. 3, pp. 308-309, 1989.

Calendar: How a school divides the academic year for classes and grading. Calendars usually run from August to May or September to June. School years are usually divided into quarters, semesters, or trimesters.

Campus: The grounds, class buildings, and residence halls of a school.

Career Cluster: A group of jobs or career areas which have similarities or require some of the same skills and abilities.

Career Plan: A set of steps to be followed over a period of time to get a desired job.

Catalog: Book about a specific college which contains general information about classes, faculty, costs, and admission and degree requirements.

Certificate: Certificates usually granted by colleges after completion of a course of study for a specific occupation.

Chemistry: The study of the elements, the compounds they form, and the reactions they undergo. Chemists try to discover new, useful compounds. They do their work by using the results of experiments to prove their theories.

Coeducational: This term refers to both men and women being included the same facility; for instance, a college or dormitory.

College: A school offering studies that lead to an academic degree. A college can be an independent school or part of a larger university system.

Commencement: Graduation ceremony to recognize students who have completed degree requirements.

Community College: See *Junior College*.

Commuter Student: A student who lives at home or somewhere off campus.

Cooperative Education (co-op education):
A program in which a student combines employment and study in a career field.

Core Classes: Classes that all students in a major program are required to take.

Core 40: Required program of study for all students in Indiana high schools.

Course: Another name for "class."

Course Number: Numbers assigned to courses to show the level of their difficulty or depth/breadth of study. 100-level courses are less difficult or broader in scope than 200-level courses.

Credit: How schools measure students' progress toward a diploma or a degree. For a semester, three hours of credit for one college class is common.

Curriculum: The available courses in a particular program of study.

Declare a Major: Officially tell the college your area of study.

Degree: After finishing a program of study at a college, students receive an academic title, for example, a Bachelor of Arts degree from XYZ University.

Department: A specific area of study in a larger college or school. For example, French is a department in the School of Arts and Sciences.

Diploma: An official piece of paper given by colleges and high schools to students when they complete a specific course of study.

Discipline: A field of study. See *Major*.

Distance Education Course: A class where students receive lessons in the mail and send completed assignments to instructors.

Doctoral Degree: The highest university degree, also called a doctorate or doctor of philosophy (Ph.D.). Physicians receive a Medical Doctorate. (M.D.), while lawyers receive a Juris Doctorate (J.D.)

Dorm: Dormitory. See *Residence Hall*.

Double Major: Meet requirements for two majors. See *Major*.

Dual or Concurrent Enrollment: Some colleges enroll high-achieving high school students in college courses that may fulfill both high school and college graduation requirements. Students need permission from the high school principal or guidance counselor as well as admission to a college.

Elective: An optional class, instead of required.

Enroll: To officially select classes. See *Registration*.

Exemption: A course requirement which is fulfilled by passing an exam in the subject.

Extracurricular Activities: Activities that occur outside the classroom.

Faculty: The teachers, professors, and instructors who teach at schools.

Fee: Money charged for services provided to a student. Fees are often charged for lab materials and recreational facilities.

Finals Week: A period of time at the end of the semester when classes do not meet and final tests are given.

Financial Aid: Federal, state, college, and private programs which help students pay for college costs. Financial aid can be in the form of grants and scholarships, loans, or work-study programs.

Financial Aid Counselor: A college staff member who helps students and parents fill out financial aid forms and processes grants, loans, scholarships, and work-study money.

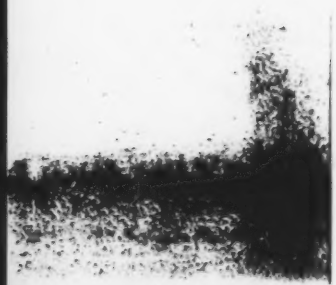
Financial Aid Form (FAF): A supplemental application required by some schools for school-based aid. Must be completed and mailed to the College Scholarship Service. Deadline is same as for the FAFSA.

Four-year College: School offering bachelor's degrees, which usually are earned in four years.

Full-time Student: A student who carries a minimum number of credits or hours to be considered "full-time" by a college. The number of credits considered to be a full-time load can vary from college to college, but is usually 12 to 15 credit hours.

General Educational Development Tests (GED Tests): Tests which measure the knowledge and skills usually learned in high school. A person who passes the GED has the equivalent of a high school diploma.

General Education Requirements: Many schools require students to take a variety of classes in different academic areas. For example, they may require a certain number of courses in science, foreign language, and math.



Geometry: Geometry comes from two Greek words meaning "earth measurement." Geometry began as a study of how to measure the Earth (as in map-making) or to measure the Earth in relation to the rest of the universe (as in astronomy). Geometry today is more a study of physical spaces in general. For example, geometry can be used to figure out the area of a house or a football field. Geometry is very important in the design and manufacturing of most products. Source: *Children's Encyclopedia Britannica*, vol. 8, pp. 101-102, 1989.

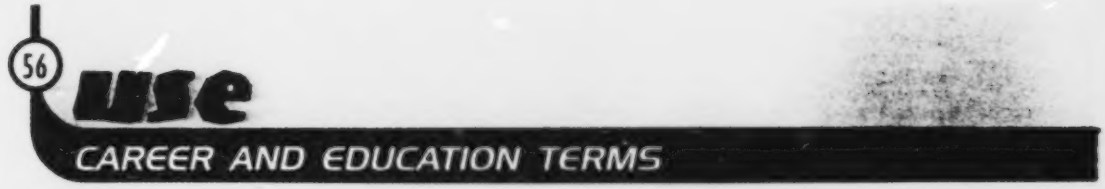
Gift Aid: Financial aid which is not repaid, such as grants and scholarships.

Grade Point Average (GPA): A system for evaluating the overall scholastic performance of students. A student's GPA is found by dividing the sum of grade points by the number of course work credits or hours. Grades are often measured on a four-point scale in which four equals A, three equals B, etc. This is called grade points. Total points are found by multiplying the number of hours for a course by the student's grade point.

Graduate: A person who receives a certificate, degree, or diploma from a school.

Graduate Assistant (GA): A GA helps a professor with research or works for an academic department. GAs usually receive a salary and reduced tuition.

Graduate Student: A student who has received a bachelor's degree and is working on an advanced degree such as a master's or doctoral degree.



Grant: Financial aid based on student need; it is not repaid.

Higher Education:
See *Postsecondary Education*.

Holland Code: A system or group of interests and abilities into which most people fit and most jobs can be classified.

Honoraries: Organizations to which students are nominated for membership due to high grades, outstanding service to the school, or both.

Humanities: The branches of learning concerned with human thought and relations, especially literature, philosophy, fine arts, and history.

Independent Study: Studying a subject for credit but not in an organized class. This can involve distance education courses, video or computer instruction, or meetings between the student and instructor.

Individualized Major:
See *Student designed Major*.

Informational Interview: An interview to find out about a job or career, such as the training needed for it and the responsibilities of it.

Institution: An established organization; in the education field, it is a school, college, or university.

Interdisciplinary: Programs or courses using knowledge from two or more academic areas, such as psychology and anatomy.

Interest Inventory: An exercise or set of exercises used to identify a person's possible areas of career fit.

Internship: Class credit given to students who work at jobs on or off campus. The jobs give them practical experience in their majors.

Intramural Sports: Athletic activities between a school's students.

Job Shadowing: Time spent (a few hours or a day) with someone who is at work. This time is used to better understand what people do in that job.

Junior College: Colleges that offer programs (usually two years or less) that prepare students for immediate employment or for transfer to a four-year college.

Liberal Arts: A school or course of study which focuses on developing students' general knowledge and reasoning ability instead of a specific career; the result is often considered to be a well-rounded, general education in the arts and sciences.

Major: Subject areas such as anthropology, economics, or geology in which students take many classes; an area of interest in which students earn a degree.

Master's Degree: An advanced college degree earned after a bachelor's degree, usually taking two years to complete.

Mentor: A mature person who gives advice and help.

Minor: An area of interest studied at the same time as a major. It is rarely in the same department as a major and requires fewer classes than a major.

National Achievement Scholarship Program for Outstanding Negro Students: A scholarship program for African-Americans only, similar to the National Merit Scholarships and based on junior year PSAT scores.

National Merit Scholarships: These competitive scholarships are limited in number and are offered by corporations and colleges. Winners are determined by PSAT scores and other criteria.

Occupational Outlook: A prediction of the number of job openings there will be at a certain time for specific jobs or careers.

Occupational Training: Education and training to prepare the student for a particular occupation.

On-the-job Training: Training provided for employees while they are learning a job; employee creates a product or provides a service, while being trained.

Open Admission Policy (Open Door Policy): Admission policy where anyone with a high school diploma or its equivalent can take classes.

Orientation: Programs to help new students and parents get to know a school. Orientation usually takes place before or at the beginning of the school year.

Ph.D.: See *Doctoral Degree*.

Philanthropy: An organization that donates time and money. A philanthropic organization may donate money or service to organizations and individuals.

Physics: The science of the properties and interactions of matter and energy.

PLAN: Students take this test to prepare for the ACT. See *ACT*.

Portfolio: A file of materials created by a student which displays and explains skills, talents, experiences, and knowledge gained throughout the student's life.

Postsecondary Education: Education after high school at a public, private, vocational, technical, proprietary, trade or business college or university.

Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT): A high school test which measures verbal and math skills and prepares students for the SAT I. It determines eligibility for the National Merit Scholarship. See *Scholastic Assessment Test*.

Prerequisite: Beginning class that prepares students for a more difficult class.

Private School: A college or school which is not supported by a state. Some private schools in Indiana have a religious affiliation or are single sex schools.

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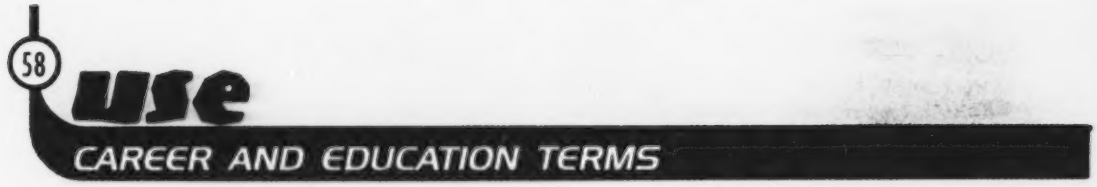

Probation: Status given to students whose GPA has fallen below a certain minimum level. This can vary from school to school.

Program: Set of required courses for a degree in a major area of study.

Proprietary Schools: Colleges that are run as profit-making institutions. These colleges provide students with practical training in specific fields.

Prospectus: A booklet of general information about a college or program.

Public School: Schools supported by the state to pay part of its operation costs.

Registration: Officially enrolling in classes for the upcoming grading period.

Remedial Course: A course that teaches skills that are needed to succeed in college courses. Many students learn these skills in high school. These skills are in the areas of math, writing, reading, etc.

Requirements: A set of conditions that must be met in order to do something, such as be accepted to a college, complete a degree, etc.

SAT I: See *Scholastic Assessment Test I.*

SAT II Subject Tests: See *Subject Area Test.*

Satisfactory Academic Progress: Completion of courses according to school standard. Satisfactory academic progress must be shown to receive financial aid and continue in the school.

Scholarship: Financial aid awarded for academic and other achievements (music, athletics, etc.). Scholarships do not have to be paid back.

Scholastic Assessment Test I (SAT I): A standardized admission test published by the College Entrance Examination Board (CEEB). See *Standardized Admissions Tests.*

Semester: Calendar system used by some schools. Classes and grade reports are divided into two periods, each lasting about 15 weeks.

Standardized Admissions Tests (SAT I, ACT, etc.): These tests are designed to measure verbal and mathematical knowledge or skills and are used to predict achievement in college. The test score may be considered along with other factors for admission to the college.

Statistics: The branch of mathematics that deals with information in the form of figures. A statistician collects, summarizes, analyzes, and makes predictions based upon this information.

Student Activities: See *Extracurricular Activities.*

Student Body: All the students who attend a particular school.

Student-designed Major: At some schools, students can plan an individualized major. Such programs must be approved by appropriate school administrators.

Study Abroad: Programs where students can go to school for a period of time in another country while making regular progress toward their diplomas or degrees.

Subject Area Tests: Standardized tests given by the American College Testing Program or College Board in specific high school subjects, such as biology, a foreign language, etc. Colleges look at these test scores when making decisions about course placement, exemption, or admission to a specific program. Many programs do not require these tests for admission.

Tech Prep Courses: Classes which are taught by using the material to be learned in an active or applied manner.

Tenure: Guaranteed employment status given to teachers and professors after successful completion of certain requirements within a certain time period.

Terminal Program: Educational programs to prepare students for a specific career.

Trade: An occupation requiring skilled labor, such as an electrician or tool and die maker.

Transcript: The official record of a student's educational progress; it may include listings of classes, grades, major area, and degrees earned.

Transfer Student: A student who changes from one school to another. Grades and credits from the first school may or may not be counted at the second. Schools may not accept ALL the credits earned at another school.

Transfer Program: College program that prepares students to complete the degree at another school. Often two-year colleges have transfer programs to prepare students for four-year colleges. These programs usually award associate's degrees.

Trigonometry: Math concerned with measurement based on triangles. It is important in geometry and in physics. Think about a fishing rod, 1 yard long, with its fishing line dropped straight into the water. The height of the rod above the water will change according to the angle between the rod and the water. This relationship between the rod's angle and its height above the water is an example of the kinds of ideas studied in trigonometry. Source: *Children's Encyclopedia Britannica*, vol 18, p.12, 1989.

Tuition: The cost of classes or credits at a school.

Tutor: Tutors are experienced adults or students who help others study a specific subject. Some schools provide free tutors. At others, students pay for tutors.

Two-Year College: A college with programs leading to an associate's degree.

Undergraduate: Student working toward a bachelor's degree.

University: A postsecondary institution which has several colleges or schools, grants graduate degrees, and may have research facilities.

Vocational/Technical: A school or college where students get "hands-on" training in a specific career area. These colleges usually offer two-year and shorter programs.

Waiver: A requirement which is not enforced, such as class waiver or fee waiver.

60 icpac services

OUR STAFF IS HERE TO HELP!

"I enjoy working at ICPAC because of all the information you can learn about higher education and career planning. ICPAC provides this information to people free of charge. Working at the Hotline, I get to speak personally with parents and students about their futures. It's a great learning environment for me and them."

Alisha Diaz
Hotline Information Specialist

"The phones would ring constantly if students knew the real value of college. I've seen the value of a college degree. There are people who have not been able to attend college in my family. They have had a very difficult time finding a decent job that pays a fair wage. They have found that being a good worker is not enough.

Here at ICPAC, we have the know-how to help students go to college. The most rewarding aspect of working at ICPAC is helping students avoid the problems some of my family members have had."

Steve Warren
Hotline Information Specialist

Order five **FREE INFORMATION PUBLICATIONS** from the list that starts here and continues through page 62. Call the Hotline or use the order forms on page 63. You can also order free profiles of colleges and careers.

The Workworld and Careers

Tips on Finding and Getting a Job IS-9
The Future, Education, and Job Outlook IS-46
Worksheet for Visiting a Job Site IS-49
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The U.S. Workworld: 1990–2005 ..... IS-52
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Difference Between High School & College IS-21
Tech Prep IS-36
The ISTEP Assessment IS-40
Plan for Your Future During High School IS-81
The Indiana Academy IS-90
Freshman Athletics Eligibility Div. I and II IS-91
The Advanced Placement Program IS-99
Distance Education Courses IS-00

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FREE INFORMATION FROM ICPAC

Info for Middle School Students

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Discovering Careers That Fit You IS-50m
Skills You Will Need for the Future IS-82m

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So, You're Quitting High School? IS-78
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Choosing a College Major IS-89
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English – Gateway to the World CS-5
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Building a Computer Career – Bit by Bit CS-7
The World of Fine Arts – And Jobs in It CS-8
A Career in Nursing CS-9
Apprenticeships: Path to Skilled Trades CS-10
Engineering = Math + Science + Ideas CS-11
Journalism and Media Careers CS-12
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Indiana College Network: Classes Close to Home ICN

This booklet lists numerous courses and degree programs offered through distance education by the state's public and private institutions. It explains the registration process and other services offered by the Indiana College Network.

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College Credit for Past Education & Life Experience IS-62
Ways for Adults to Get into College and Stay ... IS-88

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Career Game /Red Hot Jobs

Here's a fun way to find out what you might like to do. The *Career Game/Red Hot Jobs* is a quick quiz that will help you match your interests with careers. It will also help you find fast-growing jobs within those careers. To order, use the InfoStore form at the bottom of the next page. It's only $3.95.

Financial Aid Estimation Service

Are you already worried about the cost of education after high school? ICPAC can help. The ICPAC Financial Aid Estimation Service will help you estimate how much financial aid your family can expect. And it's only $5 (no tax). To order, use the InfoStore form at the bottom of the next page.

Teenagers: Preparing for the Real World

Want to be successful in school and out? Then check out *Teenagers: Preparing for the Real World*. This 122-page book is all about making contacts, making money, and making your dreams come true. And it's only $8.95. To order, use the InfoStore form at the bottom of the next page.

check out

COLLEGE MAJORS

You may know what kind of career you're interested in ... or maybe you're still exploring your options.

In either case, if you've thought of a couple topics you might want to "major" in after high school, ICPAC can send you a list of the schools that offer those majors. In addition to specific majors, many of these lists also include majors that relate to the same general filed of study. They can provide you with some ideas about additional topics you might want to study! To receive up to three of the following majors listings, call the ICPAC Hotline, or fill out the order form in the back of *Connections*.

- Agriculture
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- Architecture
- Art
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- Aviation Industry
- Business and related fields
- Communications, journalism, radio and TV, and related areas
- Computer field
- Construction and Building trades
- Consumer, service, and retail sciences
- Cosmetology and Barber training
- Counseling, Psychology, Social Work, and related fields
- Criminal Justice and Law Enforcement
- Dental and related fields
- Drafting and Computer Aided Design
- Education
- Electronics and Appliance Repair
- Engineering
- English, literature and writing
- Environmental, conservation and related studies
- Fashion Modeling
- Fire Science and Mining Technology
- Foods, nutrition and dietetics
- Funeral Services and Mortuary Science
- Health Services, Administration and Safety
- Horticulture, Landscape Design, Floral and related fields
- Languages and cultures
- Law and related fields
- Liberal arts, humanities, general, and individualized majors
- Library Sciences
- Linguistics and the study of language
- Manufacturing/ Industrial studies
- Mathematics, Statistics, and Actuary Science
- Medical and Allied Health fields
- Medical physician and related specialties
- Music, Dance, and Music Education
- Natural Sciences
- Nursing
- Office administration
- Optometry and related fields
- Pharmacy and related studies
- Philosophy
- Physical Education, Health and Safety
- Public and urban administration, management, and policy
- Real Estate and Insurance
- Recreation and Fitness Studies
- Religion and church-related studies
- Social studies, including history, geography, political science, and others
- Speech and Hearing Sciences
- Theater and Drama
- Truck Driving and related occupations
- Veterinarian and related studies

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64
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(on subtotal only - see chart) _____

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(subtotal + tax + shipping) _____

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Subtotal	Shipping
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What careers interest you?

Realistic

Accountant
Aircraft Mechanic
Ambulance Attendant
Animal Caretaker
Auto Mechanic
Biomedical Equipment Technician
Brickmason
Carpenter
Carpet Installer
Chef
Diesel Mechanic
Dental Lab Tech
Drafter
Electrician
Electronics Engineer
Emergency Med Tech
Farm Manager
Firefighter
Fish & Game Warden
Forester
Heating and Cooling Mechanic
Jewelry Repairer
Locomotive Engineer
Locksmith
Machinist
Meat Cutter
Mechanical Engineer
Mining Engineer
Nuclear Med Tech
Machine Repairer
Optician
Petroleum Engineer
Power Plant Operator
Plumber & Pipe Fitter
Robotics Technician
Roofer
Sailor and Deckhand

Investigative

Actuary
Aerospace Engineer
Agricultural Careers Scientist
Astronomer
Biological Scientist
Ceramic Engineer
Chemical Engineer
Chiropractor
Civil Engineer
Computer Programmer
Conservation Officer
Dentist
Dialysis Technician
Economist
Forester
Geographer
Geologist
Industrial Hygienist
Laser Technician
Management Analyst
Marine Engineer
Mathematician
Meteorologist
Nuclear Engineer
Operations Research Analyst
Optometrist
Pharmacist
Physician Assistant
Pilot
Respiratory Therapist
Sales Engineer
Sociologist
Speech Pathologist
Statistician
Surgical Technician
Veterinarian

Enterprising

Activities Therapist
Administrative Assistant
Auto Salesperson
Barber
Bell Captain
Building Manager
City Manager
Collection Worker
Cook/Chef
Court Administrator
Custodian
Financial Manager
Flight Attendant
Food Service Mgr
Funeral Director
Hotel Manager
Human Service Worker
Industrial Engineer
Industrial Traffic Manager
Insurance Agent
Interpreter
Judge
Lawyer
Manufacturer's Rep
Pest Controller
Photographer
Postal Clerk
PR Specialist
Public Administrator
Radio/TV Reporter
Retail Buyer
Stockbroker
Surveyor
Travel Agent
Urban Planner

71

Conventional

Auditor
Bank Teller
Billing Clerk
Bookkeeper
Broadcast Tech
Cashier
Chauffeur
Clerical Supervisor
Computer Operator
Court Clerk
Court Reporter
Credit Manager
Data Entry Keyer
Dispatcher
File Clerk
Food Service Worker
Groundskeeper
General Office Clerk
Highway Worker
Insurance Claim Rep
Legal Secretary
Library Technician
Med Record Tech
Nuclear Inspector
Painter
Payroll Clerk
Production Clerk
Receptionist
Recreation Attendant
Secretary
Statistical Clerk
Stenographer
Teacher Aide
Telephone Operator
Underwriter
Word Processor

Artistic

Actor
Advertising Agent
Architect
Archivist and Curator
Choreographer
Commercial Artist
Composer
Dancer
Director
Landscape Architect
Industrial Designer
Musician
Merchandise Displayer
Producer
Reporter
Technical Writer
Visual Artist
Writer and Editor

Call the Hotline and order up to ***2 FREE*** *career profiles from this list.*

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Air Traffic Controller
Ambulance Driver
Audiologist
Bartender
Child Care Worker
College Professor
Compliance Officer
Correction Officer
Cosmetologist
Counselor
Dental Assistant
Dental Hygienist
Detective, private
Dietician
Education Administrator
Employment Interviewer
Freight Mover
Guard
Health Administrator
Home Health Aide
Interpreter
Librarian
Marriage Counselor
Medical Assistant
Optometric Assistant
Occupational Therapist
Paralegal
Physical Therapist
Podiatrist
Police Officer
Preschool Worker
Social Worker
Teacher

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Here's what people are saying about Connections:

"Great book!"

"Connections just keeps getting better and better!"

"Thanks — this booklet was really helpful!"

"This resource is super!"

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